



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

Nathan Deal  
GOVERNOR

Bobby Cagle, MSW  
COMMISSIONER

October 31, 2013

**CERTIFIED MAIL #7012 3460 0002 0082 5635**

Mr. Randy Bugos  
Registered Agent  
Chief Executive Officer  
The Young Men's Christian Association of Coastal Georgia, Inc.  
d/b/a West Chatham YMCA Child Learning Center  
6400 Habersham Street  
Savannah, Georgia 31405

**REGULAR MAIL**

Ms. Courtney Robinson  
Center Director  
The Young Men's Christian Association of Coastal Georgia, Inc.  
d/b/a West Chatham YMCA Child Learning Center  
165 Isaac G. Laroche Drive  
Pooler, Georgia 31322

**RE: Notice of Revocation**

Dear Mr. Bugos and Ms. Robinson:

Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) determined that correctable deficiencies in the operation or management of the center existed and had not been sufficiently corrected at West Chatham YMCA Child Learning Center located at 165 Isaac G. Laroche Drive, Pooler, Georgia 31322. This is evidenced by previous adverse actions, continued non-compliance, and new substantiated findings.

As a result of a complaint report received September 30, 2013, an investigation was conducted and the findings of the investigation substantiated that two rule violations occurred which jeopardized the health and safety of a child in care. Specifically, on September 30, 2013, a two-year-old child walked out of the gym, a building separate from the child care learning center, down the sidewalk near the parking lot and back to the child care learning center alone and without adult supervision (Exhibit "A"). In addition, as a result of another complaint investigation conducted September 18, 2013, it was substantiated that one rule violation occurred, which jeopardized the health and safety of a child in care. Specifically, on September 6, 2013, an employee of the facility spanked her own child while on the premises of the childcare center (Exhibit "A"). Prior to the recent investigations, on May 16, 2013, Bright from the Start issued an adverse action on July 5, 2013, when a six-year-old child was left alone on the center vehicle following afternoon transportation from school to the center. The child was left for a period of time between 26 and 41 minutes (Exhibit "B"). This adverse action was appealed and a consent agreement was entered into with the Department on September 30, 2013. Additionally, on March 7, 2013, Bright from the Start issued an adverse action to West Chatham YMCA Child Learning Center for continued non-compliance for rule violations that occurred on September 6, 2012, February 28, 2012, November 9, 2011, October 3, 2011, and August 9, 2011 which jeopardized the health and safety of children in care (Exhibit "C"). This adverse action was not appealed.

October 31, 2013

Mr. Bugos

Ms. Robinson

Page 2 of 6

The rule violations for which Bright from the Start is basing the revocation are marked as Exhibit "A", which shows flagrant violations of Bright from the Start's rules that constitute shocking intentional misconduct. The March 7, 2013 and July 5, 2013 enforcement fines are attached as Exhibits "B" and "C", the September 18, 2013 complaint investigation is attached as Exhibit "D" and the October 9, 2013, October 11, 2013, and October 28, 2013, monitoring visits are attached as Exhibits "E", "F", and "G". All exhibits are incorporated in this Notice by reference.

The failure of West Chatham YMCA Child Learning Center to correct the deficiencies in the operation or management of the center within a reasonable time has demonstrated a reckless disregard for the health and safety of the children in care. The director and all representatives of West Chatham YMCA Child Learning Center were placed on notice by a representative from Bright from the Start verbally and in writing regarding the serious deficiencies at West Chatham YMCA Child Learning Center. West Chatham YMCA Child Learning Center initially submitted an acceptable Plan of Improvement to alleviate the deficiencies in the operation or management of the center; however, the plan of improvement was neither followed nor implemented by West Chatham YMCA Child Learning Center to prevent the incidents of supervision and inappropriate discipline from occurring at the center, thereby jeopardizing the health and safety of the children in care. Office conferences were held with the program on April 18, 2012 and October 22, 2013, to reiterate the need for the program to come into compliance with all rules and regulations. In addition, a representative from the program participated in a webinar for non-compliant programs held on August 3, 2012. Furthermore, technical assistance has been provided to the program which specifically addressed the areas of discipline and adequate supervision on October 5, 2012 and September 6, 2012. In conjunction with this, the program was required to attend outside training on appropriate discipline and adequate supervision, which most staff completed on September 20, 2012 and September 27, 2012.

Based on the facility's noncompliance with the rules for child care learning centers the licensee is hereby notified that the license to operate the Child Care Learning Center is revoked. Bright from the Start's legal authority for revoking a license is found in O.C.G.A. Sections 20-1A-1 *et seq.* and Bright from the Start's Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of the Rules and Regulations of the State of Georgia.

In accordance with O.C.G.A. Sec. 20-1A-10(o), this revocation becomes effective 30 days from receipt of this Notice. You have the right to appeal the decision to revoke the license by filing a written request for an administrative hearing before an Administrative Law Judge at the Office of State Administrative Hearings. If the licensee is incorporated, Georgia law may require the licensee to be represented by an attorney at the Office of State Administrative Hearings. Your request for hearing must be made in writing and sent to:

**Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower  
Atlanta, Georgia 30334**

A hearing request stays or suspends the revocation.

If the licensee does not appeal this action within 10 days of receipt of this Notice, the decision to revoke the license will be final. Licensure staff will conduct a follow-up visit to verify closure.

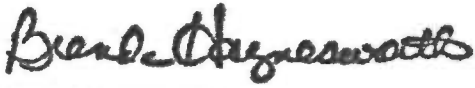
October 31, 2013

Mr. Bugos

Ms. Robinson

Page 3 of 6

Sincerely,

A handwritten signature in black ink, appearing to read "Brenda Haynesworth". The signature is fluid and cursive, with the first name "Brenda" being more prominent than the last name.

Brenda Haynesworth

Child Care Services Director of Program Operations

Attachments

cc: Keith Bostick

Ira Sudman

Kristie Lewis

Elisabetta Kasfir

April Rogers

Candy Prince

Jonathan Davis

Maureen McFadden

Pam Bojo

Jackie Shivers

Meggan Hemans-Reese

Jennifer Bridgeman

Sarah Benton

Kimberly Mitchell

State File

List of Rule Violations for:

West Chatham YMCA Child Learning Center  
165 Isaac G Laroche Drive  
Pooler, Georgia 31322

**1. Rule 591-1-1-.32(6) requires children to be supervised at all times.**

During an investigation, it was determined that on September 30, 2013, at approximately 10:17 a.m., a two-year-old child was left alone in the gym which is in a separate building from the center. The child wandered out of the gym and was observed near a delivery truck which was parked in front of the center. The child was seen walking down the sidewalk back to the center. The child was observed at the door of the center ten minutes after his class returned to the center from the gym. The child was missing for approximately ten minutes and it is unknown where the child was during the entire time that he was missing.

Enforcement fines were previously issued for an incident regarding inadequate supervision on July 7, 2013, and for continued non-compliance of this rule on March 7, 2013.

The failure of center staff to provide adequate supervision and watchful oversight could possibly place children at risk of harm. This facility has shown a repeated disregard for compliance with this rule.

**2. Rule 591-1-1-.32(1) requires staff: child ratios to be maintained at all times.**

During an investigation, it was determined that on September 30, 2013 at approximately 8:49 a.m., the ratio was 1:11 when a staff member was alone on the center playground with two, one-year-old children and nine two-year-old children. A second staff member went back and forth from the classroom to the playground several times but during the time that the staff member was in the classroom the appropriate staff: child ratio was not maintained.

Also, on September 30, 2013, at approximately 10:17 a.m., a two-year-old child was left alone in the gym which is a separate building from the child learning center. The child was missing for approximately ten minutes before returning to the center door. During this time, there was no adult present with the child.

The failure of center staff to maintain adequate staff:child ratios could possibly place children at risk of harm.

**3. Rule 591-1-1-.11(2)(b) prohibits personnel from inflicting corporal/physical punishment upon a child.**

During an investigation, it was determined that on September 6, 2013, an employee of the center spanked her own child while on the premises of the center and children in care were aware the spanking occurred.

An enforcement fine was previously issued for continued non-compliance of rules regarding discipline on March 7, 2013.

The failure of center staff to provide appropriate discipline to children in care could possibly place children at risk of harm. This facility has shown a repeated disregard for compliance with this rule.

4. **591-1-1-.26(7) requires that a resilient surface be provided and maintained beneath the fall zone of climbing and swinging equipment.**

During a licensing study conducted on April 19, 2013, it was determined that resilient surfacing was not sufficient. There was inadequate resilient surface beneath the two large climbers and beneath several swings on the large playground when it measured less than six inches in several areas.

Also, during a monitoring visit conducted on October 9, 2013, there was inadequate resilient surface beneath two climbers and beneath several swings on the large playground when it measured less than six inches in several areas.

The failure of center staff to provide and maintain resilient surface beneath the fall zone of climbing and swinging equipment could possibly place children at risk of harm.

5. **Rule 591-1-1-.30(1)(a) (formerly Rule 591-1-1-.45) requires that the infant shall be placed for sleeping in a sturdy and safe crib.**

During a licensing study conducted on April 19, 2013, four cribs in use on this date had no date stamp, or had a stamp of May 29, 2001 and no certificates were available to verify that they met current Consumer Product Safety Commission standards.

The failure of center staff to provide safe cribs to children in care could possibly place children at risk of harm.

6. **Rule 591-1-1-.25(7) requires that rooms not approved for child care be latched or locked.**

During a licensing study conducted on April 19, 2013, upon the consultant's arrival to the center the door to an unapproved space, the laundry room door inside of the Pre-K classroom, was unlocked.

The failure of center staff to keep rooms not approved for child care latched or locked could possibly place children at risk of harm.

7. **591-1-1-.17(8)(a-d) requires staff to wash their hands with liquid soap and warm running water upon arrival for the day, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after diapering each child, dispensing medication, applying topical medications, handling and preparing food, eating, drinking, preparing bottles, feeding each child, assisting children with eating and drinking, after toileting or assisting children with toileting, using tobacco products, handling garbage and organic waste, touching animals or pets, handling bodily fluids and after contamination by any means.**

During a licensing study conducted on April 19, 2013, a staff member was observed to not wash her hands after disinfecting the diaper changing table in the older infant room. In addition, two staff were observed to go into rooms and handle children without washing hands first. In the right second room, a staff person did not wash her hands after wiping a nose.

The failure of center staff to wash their hands as required could possibly place children at risk of harm.

8. **591-1-1-.09 requires the director and employees to submit a criminal records check prior to employment in the center.**

During a licensing study conducted on April 19, 2013, the center did not have a criminal records check for each staff. Twenty-six of forty-five staff did not have a criminal record check with purpose code W on file. One staff's record check indicated that there was a criminal record but the record was not attached.

The failure of center staff to maintain a satisfactory criminal records check on each employee could possibly place children at risk of harm.

9. **591-1-1-.14(1) requires that at least 50 percent of the caregiver staff have current first aid and CPR training.**

During a licensing study conducted on April 19, 2013, it was determined that the center is required to have at least 23 persons trained but only had 7 persons with current training in CPR and 8 with current training in First Aid.

The failure of center staff to maintain 50 percent of the caregiver staff with current first aid and CPR could possibly place children at risk of harm.

10. **591-1-1-.30(2)(d) requires that sleepers, sleep sacks and wearable blankets that fit according to the commercial manufacturer's guidelines and will not slide up around the infant's face may be used when necessary for the comfort of the sleeping infant. Swaddling shall not be used unless the center has been provided a physician's written statement authorizing its use for a particular infant that includes instructions and a time frame for swaddling the infant.**

During a monitoring visit conducted on October 11, 2013, it was determined that an infant was observed sleeping in a swaddling blanket and staff stated that there was no written permission from the child's physician authorizing its use.

The failure of center staff to follow safe sleep requirements could possibly place children at risk of harm.

11. **591-1-1-.11(2)(d) prohibits personnel from verbally abusing or humiliating a child which includes the use of threats, profanity, or belittling remarks about a child or his family.**

During a monitoring visit on October 28, 2013, it was determined that a staff person, who is also the grandparent of an enrolled child, made an inappropriate comment to her grandchild while within the hallway of the center.

The failure of center staff to provide appropriate discipline to children in care could possibly place children at risk of harm. This facility has shown a repeated disregard for compliance with this rule.



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

Nathan Deal  
GOVERNOR

Bobby Cagle, MSW  
COMMISSIONER

July 5, 2013

### CERTIFIED MAIL

Mr. Randy Bugos  
Registered Agent  
Chief Executive Officer  
The Young Men's Christian Association of Coastal Georgia, Inc.  
d/b/a West Chatham YMCA Child Learning Center  
6400 Habersham Street  
Savannah, Georgia 31405

### REGULAR MAIL

Ms. Erika Morrison  
Director  
West Chatham YMCA Child Learning Center  
165 Isaac G. Laroche Drive  
Pooler, Georgia 31322

### **RE: Notice of Intent to Impose Enforcement Fine and Restrict Transportation**

Dear Mr. Bugos and Ms. Morrison:

As a result of an incident that was self-reported on May 15, 2013, an investigation was conducted at West Chatham YMCA Child Learning Center located at 165 Isaac G. Laroche Drive, Pooler, Georgia, 31322. The findings of the investigation substantiated that rule violations occurred which jeopardized the health and safety of children in care. Specifically, on May 14, 2013, a six-year-old child was left alone on the center vehicle following afternoon transportation from school to the center. The child was left for a period of time between 26 and 41 minutes. The rule violations for which Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is imposing an enforcement fine are attached hereto as Exhibit "A" and incorporated in this Notice by reference.

Based on the facility's noncompliance with the rules, the license is hereby notified of the intent of Bright from the Start to impose an enforcement fine in the amount of \$499.00 per citation for a total enforcement fine of \$1996.00. Furthermore, Bright from the Start intends to restrict the center's right to transport children for a period of 12 months from receipt of this Notice. Bright from the Start's legal authority for imposition of an enforcement fine is found in O.C.G.A. Sections 20-1A-4(2) and (5) and 20-1A-11(b)(1)(A) and Bright from the Start's Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of Rules and Regulations of the State of Georgia.

The licensee is also advised that failure to correct and maintain compliance with these rules may result in further adverse action, which could include the revocation of the license to operate West Chatham YMCA Child Learning Center and could also include the imposition of daily fines for each day the violations continue. Licensure staff will conduct a follow-up visit to determine compliance with the rules and regulations.

**EXHIBIT "B"**

July 5, 2013  
Mr. Bugos  
Ms. Morrison  
Page 2 of 3

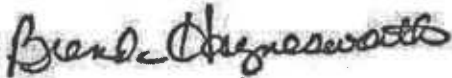
The licensee has the right to appeal the decision to impose the enforcement fine and restrict transportation by filing a written request for an administrative Hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The licensee also has the opportunity to show in writing why this enforcement fine and transportation restriction should not be imposed. The request for a hearing and/or the statement as to why the enforcement fine and transportation restriction should not be imposed must be made in writing within ten (10) days of receipt of the Notice and addressed to:

**Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, 754 East Tower  
Atlanta, Georgia 30334**

A hearing request stays or suspends the imposition of the enforcement fine and the transportation restriction.

If the licensee does not appeal this action within 10 days of receipt of this Notice, the decision to impose an enforcement fine will be final. Payment of the enforcement fine, by certified check or money order, would then be expected within 30 days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification (Form W-9) and return the form with your certified check or money order. If the licensee does not pay the fine as finally determined by Bright from the Start and comply with the transportation restriction, the license to operate the facility will be revoked.

Sincerely,



Brenda Haynesworth  
Child Care Services Director for Program Operations

**Attachment**

cc: Kristie Lewis  
Ira Sudman  
Elisabetta Kasfir  
Candy Prince  
Johnathan Davis  
Maureen McFadden  
Jackie Shivers  
Meggan Hemans-Reese  
Jennifer Bridgeman  
Sarah Benton  
April Rogers  
Julia Strickland  
State File

List of Rule Violations for:

West Chatham YMCA Child Learning Center  
165 Isaac G. Laroche Drive  
Pooler, Georgia 31322

1. Rule 591-1-1-.32(6) requires that children be supervised at all times.

And

2. Rule 591-1-1-.36(6)(h) requires that children not be unattended on vehicles.

During an investigation, it was determined that on May 14, 2013, a six-year-old child was left alone on a center vehicle. The driver and another staff member picked up a group of children from Pooler Elementary School and transported the children to the center. When the bus arrived at the center, the staff member, and other children exited the vehicle leaving the child unattended for a period of time between 26 and 41 minutes. The staff member and the designated person responsible failed to conduct the required check of the vehicle to ensure that no child was left on the vehicle. The staff members responsible for the child were unaware that the child was missing until an individual arrived to pick up the child.

The failure of center staff to provide supervision and watchful oversight and to ensure that children are not left alone on a vehicle could possibly place children at risk of harm.

3. Rule 591-1-1-.36(6)(d)1.d requires, for vehicles without child safety alarm devices, the responsible person on the vehicle who conducted the first check to then give the passenger transportation checklist to the director or designated staff person, who will also check the vehicle by physically walking through the vehicle and visually inspecting all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior and sign the checklist indicating that children had exited the vehicle.

During an investigation, it was determined that on May 14, 2013, a six-year-old child was left alone on a center vehicle. A driver and a staff member picked up a group of children from Pooler Elementary School and transported the children to the center. Upon arrival at the center, the staff member and all but one child exited the vehicle. The bus was moved to the parking lot, and the bus was locked and left in the center parking lot for the day. The staff member who rode the vehicle did not conduct the first check of the vehicle as required. The designated staff person responsible for conducting the second check did not conduct a physical inspection of the vehicle. As a result, a six year-old child was left on the vehicle for a period of time between 26 and 41 minutes.

The failure of center staff to conduct a first and second check of the vehicle could possibly place children at risk of harm.

4. Rule 591-1-1-.36(6)(c)3. requires that a staff member document in writing each time a child gets on and off of the vehicle so that each child is accounted for every time the vehicle is loaded or unloaded.

During an investigation, it was determined that following afternoon transportation on May 14, 2013, the staff person responsible for documenting the loading and unloading of children on and off of the vehicle completed the checklist incorrectly. A six-year-old child who had been marked as unloaded actually remained on the vehicle.

The failure of center staff to correctly document the loading and unloading of children could possibly place children at risk of harm.



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

Nathan Deal  
GOVERNOR

Bobby D. Cagle, MSW  
COMMISSIONER

March 7, 2013

**CERTIFIED MAIL #7007 1490 0002 3524 0590**

Mr. Randy Bugos  
Registered Agent  
Chief Executive Officer  
The Young Men's Christian Association of Coastal Georgia, Inc.  
d/b/a West Chatham YMCA Child Learning Center  
6400 Habersham Street  
Savannah, Georgia 31405

**REGULAR MAIL**

Ms. Erika Morrison  
Director  
West Chatham YMCA Child Learning Center  
165 Isaac G. LaRoche Drive  
Pooler, Georgia 31322

**RE: Notice of Intent to Impose Enforcement Fine**

Dear Mr. Bugos and Ms. Morrison:

On September 6, 2012, a complaint investigation was conducted at West Chatham YMCA Child Learning Center located at 165 Isaac G. LaRoche Drive, Pooler, Georgia 31322. It was determined that rule violations previously cited continued to exist and that the center had not taken adequate measures to correct them and to maintain compliance. These rule violations, which were previously cited on February 28, 2012, November 9, 2011, October 3, 2011, and August 9, 2011, could seriously affect the health and safety of the children in care. An office conference was conducted with you on April 18, 2012 to discuss the rule violations and improvement actions. The rule violations for which Bright from the Start: Georgia Department of Early Care and Learning (Bright from the Start) is imposing an enforcement fine are attached as Exhibit "A"; the September 6, 2012, February 28, 2012, November 9, 2011, October 3, 2011, and August 9, 2011 visits are attached respectively as Exhibits "B", "C", "D", "E", and "F", and the office conference confirmation letter is attached as Exhibit "G" and all are incorporated in this Notice by reference.

Based on the facility's continued noncompliance with the rules for child care learning centers, the licensee is hereby notified of Bright from the Start's intent to impose an enforcement fine in the amount of \$299. Bright from the Start's legal authority for imposition of an enforcement fine is found in O.C.G.A. Sections 20-1A-4(2) and (5) and 20-1A-11(b)(1)(A), and the Bright from the Start Rules for Child Care Learning Centers, Chapter 591-1-1 of the Official Compilation of the Rules and Regulations of the State of Georgia.

**EXHIBIT "C"**

March 7, 2013  
Mr. Bugos  
Ms. Morrison  
Page 2

The licensee is also advised that failure to correct and maintain compliance with these rules may result in further adverse action, which could include the revocation of the license to operate West Chatham YMCA Child Learning Center and could include the imposition of daily fines for each day the violations continue.

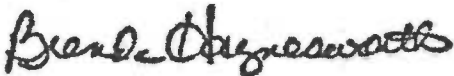
The licensee has the right to appeal the decision to impose the enforcement fine by filing a written request for an administrative hearing before an Administrative Law Judge with the Office of State Administrative Hearings. The licensee also has the opportunity to show in writing why this enforcement fine should not be imposed. The request for a hearing and/or the statement as to why the enforcement fine should not be imposed must be made in writing within ten (10) days of receipt of this notice and addressed to:

**Ira Sudman  
Chief Legal Officer  
Bright from the Start  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive SE, Suite 754, East Tower  
Atlanta, Georgia 30334**

A hearing request stays or suspends the imposition of an enforcement fine.

If you do not appeal this action within ten (10) days of receipt of this Notice, the decision to impose an enforcement fine will be final. Payment of the enforcement fine, preferably by certified check or money order, would then be expected within thirty (30) days of receipt of this Notice. The certified check or money order should be made payable to Bright from the Start: Georgia Department of Early Care and Learning and mailed to me at the above address. Complete the enclosed Request for Taxpayer Identification Number and Certification and return the form with your certified check or money order. If you do not pay the fine as finally determined by Bright from the Start, (1) the license to operate the facility may be revoked; (2) a civil lawsuit to collect the fine may be brought against you by the Attorney General or his designee; or (3) another enforcement fine may be imposed.

Sincerely,



Brenda Haynesworth  
Child Care Services Director of Program Operations

**Attachments**

cc: Kristie Lewis  
Ira Sudman  
Elisabetta Kasfir  
Mireille Emanuels  
Candy Prince  
Meggan Hemans-Reese  
Jackie Shivers  
Monica Warren  
Stanley Walthour  
Sherry Smith  
Jennifer Bridgeman  
Sarah Benton  
State File

List of Rule Violations for:

West Chatham YMCA Child Learning Center  
165 Isaac G. LaRoche Drive  
Pooler, Georgia 31322

1. A. Rule 591-1-1-.32(6) requires that children be supervised at all times.

During a complaint investigation conducted on September 6, 2012, it was determined that an incident had occurred in which a child cut multiple holes in her shirt while in the art center without the knowledge of staff in the room. In addition, a child wrote on her shirt with paint and marker without staff knowledge.

B. Rule 591-1-1-.32(6) requires that children be supervised at all times.

During a complaint investigation conducted on February 28, 2012, it was determined that there had been several biting incidents in the toddler classroom in recent weeks. Also during the on-site visit, a one-year-old child was observed to be hit at least four times by another child before any of the four staff persons in the classroom were aware that it had occurred.

C. Rule 591-1-1-.32(6) requires that children be supervised at all times.

During a complaint investigation conducted on October 3, 2011, it was determined that on September 20, 2012, a two-year-old child received a scratch on her face and no staff person responsible for the child's supervision was aware of or had knowledge of how the incident occurred.

D. Rule 591-1-1-.32(6) requires that children be supervised at all times.

During a complaint investigation conducted August 9, 2011, it was determined that on an unspecified date during the two-week period preceding the visit, approximately five children had been left unsupervised when the staff person in the two-year-old classroom went into the adjacent bathroom to assist a child. During this time, at least two children began climbing on the table and jumping off. In separate incidents while the staff person was working on daily notes in the classroom, children began running around the room, jumping off furniture; one child was bitten and another child had a toy thrown in her face resulting in bleeding. In addition, on the date of the visit, a child who was lying across a toy cubbie swinging her legs was observed to strike another child in the face resulting in a bruise without staff being aware. Also, several children were observed throwing their shoes across the room, and two children were observed hitting one another across the table while waiting for lunch, with the three staff persons in the room being unaware of these incidents for several minutes.

The failure of the center staff to provide supervision and watchful oversight could possibly place children at risk of harm.

2. A. Rule 591-1-1-.11(1) prohibits any disciplinary action that is detrimental to the physical or mental health of a child.

During a complaint investigation conducted on September 6, 2012, it was determined that a staff member had placed a piece of tape on the lap of children to teach them not to move while in time out by not breaking the tape. Another staff member inappropriately disciplined children by restricting them to a small area in a corner behind a chair while the staff sat in the chair. In addition, it was revealed that a staff member threw an object at a child.

- B. Rule 591-1-1-.11(1) prohibits any disciplinary action that is detrimental to the physical or mental health of a child.

During a monitoring visit conducted on November 9, 2011, a staff member was observed to verbally reprimand a three-year-old child, resulting in the child being visibly upset and crying. This occurred when the staff person physically took the child from the three's classroom to where the two-year-old class was playing outside and inferred to the child that she may need to return to the younger class for misbehaving.

The failure of center staff to provide appropriate discipline could possibly place children at risk of harm.

3. A. Rule 591-1-1-.11(2)(c) prohibits personnel from shaking, jerking, pinching or roughly handling a child.

During a complaint investigation conducted on September 6, 2012, it was determined that a staff person in the two-year-old room roughly handled children when she was observed to pick up one child by the arm and to push another child down in separate incidents.

- B. Rule 591-1-1-.11(2)(c) prohibits personnel from shaking, jerking, pinching or roughly handling a child.

During a monitoring visit conducted on February 28, 2012, a staff member roughly handled a child when she picked the child up and placed her on the floor in a rough manner.

The failure of center staff to provide appropriate discipline could possibly place children at risk of harm.

4. A. Rule 591-1-1.11(2)(d) prohibits personnel from verbally abusing or humiliating a child.

During a complaint investigation conducted on September 6, 2012, it was determined that a staff person had belittled children in the classroom for toileting accidents and told them they would have to wear diapers.

- B. Rule 591-1-1.11(2)(d) prohibits personnel from verbally abusing or humiliating a child.

During a monitoring visit conducted on February 28, 2012, a staff person was observed to tell a crying child in the hallway numerous times to "hush" and "you stop that" in an inappropriate manner.

The failure of center staff to provide appropriate discipline could possibly place children at risk of harm.



# Bright from the Start Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334

Phone: (404)657-5562  
www.dec.state.ga.gov

Date: 9/6/2012

Purpose: Complaint Investigation

Arrival: 9:15 AM

Departure: 12:15 PM

CCLC-262

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
erikam@ymcaofcoastalga.org

Mailing Address  
Same

### Compliance

Projected FY 2013 Compliance: Compliant  
End of FY 2012 Compliance: Not Compliant  
End of FY 2011 Compliance: Compliant

### Consultant

Sarah Benton

2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (912) 544-9771  
sarah.benton@dec.state.ga.gov

Joint with: Lindsay Miller

### Legend

FY 2013 - July 1st, 2012 - June 30th, 2013  
FY 2012 - July 1st, 2011 - June 30th, 2012  
FY 2011 - July 1st, 2010 - June 30th, 2011

### Ratios/License Capacity

| Building                        | Room      | Age Group       | Staff | Children | NC/C | Max 35 SF.  | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes      |
|---------------------------------|-----------|-----------------|-------|----------|------|---|--------------|------------|--------------|------------|
| clc                             | 2nd right | One Year Olds   | 4     | 8        | C    | 13  | C            | NA         | NA           |            |
| clc                             | 2nd left  | PreK            | 2     | 19       | C    | 19  | C            | NA         | NA           | Free Play  |
| clc                             | 3rd left  | Two Year Olds   | 3     | 15       | C    | 17  | C            | NA         | NA           | Free Play  |
| clc                             | 3rd right | Two Year Olds   | 3     | 13       | C    | 15  | C            | NA         | NA           |            |
| clc                             | 4th left  | Three Year Olds | 4     | 25       | C    | 30  | C            | NA         | NA           |            |
| clc                             | 4th Right | PreK            | 2     | 19       | C    | 22  | C            | NA         | NA           |            |
| clc                             | left 1    | Infants         | 3     | 10       | C    | 13  | C            | NA         | NA           |            |
| clc                             | right 1   | Two Year Olds   | 2     | 8        | C    | 10  | C            | NA         | NA           | Floor Play |
| Total Capacity @35 sq. ft.: 313 |           |                 |       |          |      | Building capacity limited by Insufficient Toilets/Sinks |              |            |              |            |
| Main                            | adult gym |                 | 0     | 0        | C    | 108   | C            | NA         | NA           |            |
| Main                            | youth gym |                 | 0     | 0        | C    | 163   | C            | NA         | NA           |            |
| Total Capacity @35 sq. ft.: 271 |           |                 |       |          |      |   |              |            |              |            |

EXHIBIT "B"

Bright from the Start: Georgia Department of Early Care and Learning  
Child Care Services  
2 Martin Luther King Jr Dr SE, 670 East Tower  
Atlanta, Georgia 30334

Investigation Type  
  X   Complaint  
       Incident

Facility Name West Chatham YMCA Child Learning Center  
Site Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ County \_\_\_\_\_  
Date Invest. Initiated 9/6/12 Date of Inspection 9/6/12 Date Completed \_\_\_\_\_

| # | Rule #591-1-1      | Allegations Reported |
|---|--------------------|----------------------|
|   | SEE ATTACHED SHEET |                      |
|   |                    |                      |
|   |                    |                      |
|   |                    |                      |


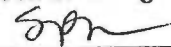
Director's Response (Attach written statement if needed):

Investigative Findings:

**The investigation is still pending. A completed report will be sent to the director. A core rules monitoring visit was not completed on this date.**

| Rule # 591-1-1 | Deficiencies Related to Allegations | Plan of Improvement and Correction Date |
|----------------|-------------------------------------|---|
|                |                                     |   |
|                |                                     |   |
|                |                                     |   |
|                |                                     |   |
|                |                                     |   |

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent Bright from the start from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or on any other form that I choose to send to Child Care Services.

Director/Person in Charge  Date 9/6/2012  
Consultant  Arrival Time 5:15 Departure Time \_\_\_\_\_



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**  
Phone: (404)657-5562  
www.dec.state.ga.us

9/6/2012    Purpose: Complaint Investigation    Arrival: 9:15 AM    Departure: 12:15 PM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
erikam@ymcaofcoastalga.org

Mailing Address  
Same

**Consultant**

Sarah Benton

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Joint with: Lindsay Miller

**Complaint Investigation**

**Chapter - 591-1-1-.32 Staffing and Supervision**

**Rule - .32(6) Supervision**

**Allegation - Substantiated**

Reporter stated that a child in the Little Rascals class made 17 holes in her shirt with scissors before the staff were aware. Reporter stated that the same child previously made marker marks all over her shirt and the staff were not aware.

**Director's Response**

The Director's response has been attached and will be attached.

**Investigative Findings**

Based on staff statements and informal interviews, an incident occurred in which a child made multiple holes in her shirt while in the art center without the knowledge of the staff in the room. A staff who had briefly left the room, returned and observed the child cutting the shirt and intervened. In addition, a child wrote on her shirt with paint and marker without the staff knowledge.

**Chapter - 591-1-1-.11 Safety**

**Rule - .11(2)(f) Mechanical or Physical Restraints**

**Allegation - Substantiated**

Reporter stated that several children in the Creative Critters room were taped to a chair with masking tape because they were not behaving.

**Director's Response**

The director's response was requested and will be attached.

**Investigative Findings**

Based on staff and children's statements as well as a termination notice provided by the center, inappropriate discipline has occurred at the center. Two staff members no longer employed at the center inappropriately disciplined children on more than one occasion. One staff placed a piece of tape on the lap of children to teach them not to move while in time out by not breaking the tape. Another staff member inappropriately disciplined children by restricting them to a small area in a corner behind a chair while the staff member sat in the chair. In addition, this staff member picked a child up by one arm and was observed to push a child down. The staff was also observed to throw an object at a child. Children in the class were allowed and encouraged to gang up on other children and children in the class were belittled for toileting accidents and told they would have to wear diapers.

---

**Chapter - 591-1-1-.12 Activities and Equipment****Rule - .12(2) Available, Accessible, Safe Toys****Allegation - Not Substantiated**

Reporter stated that toys in the Busy Bee's classroom are missing batteries and pieces.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on observations, there were no broken toys observed. A toy missing batteries was observed but it had been placed on a shelf and was not being used.

---

**Chapter - 591-1-1-.03 Activities and Equipment****Rule - .03(3) Variety, inclusion****Allegation - Not Substantiated**

Reporter stated that children in the Busy Bee classroom do not have art or sensory activities.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on informal interviews of staff as well as observations, the children in the older infant room have access to art materials approximately twice a week.

---

**Chapter - 591-1-1-.03 Activities and Equipment****Rule - .03(3)(c) Outdoor play****Allegation - Not Substantiated**

Reporter stated that children only played outside a couple of times all summer even when weather permitted.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on staff statements, the children in each classroom go out regularly, weather permitting.

---

**Chapter - 591-1-1-.03 Activities and Equipment****Rule - .03(3)(c)2. Outdoor play - infants****Allegation - Not Substantiated**

Reporter stated that infants do not go outside.

**Director's Response**

The director's response has been requested and will be attached.

### **Investigative Findings**

Based on staff statement from staff in the infant room, children in the infant room go outside twice a day for approximately thirty minutes when weather permits.

---

### **Chapter - 591-1-1-.33 Staff Records**

#### **Rule - .33(1)(a-I) Orientation - policies & Procedures**

#### **Allegation - Not Substantiated**

Reporter stated that orientation is not completed prior to being assigned to a classroom. Reporter stated that several staff do not have Blood Borne training.

#### **Director's Response**

The director's response was requested and will be attached.

### **Investigative Findings**

Based on information submitted by staff regarding training requirements, all new staff hired by the YMCA participate in orientation and are required to take an online course regarding blood borne Pathogens.

---

### **Chapter - 591-1-1-.45 Activities and Equipment**

#### **Rule - .45 Safe Infant Sleep Practices**

#### **Allegation - Not Substantiated**

Reporter stated that children under one sleep in cribs with loose fitting sheets.

#### **Director's Response**

The director's response was requested and will be attached.

### **Investigative Findings**

Based on observations, the crib sheets in both the younger infant room and the older infant and young toddler room were tight fitting. Staff were observed to be placing clips on the underside of the crib sheet to ensure the tightness.

---

### **Chapter - 591-1-1-.17 Health and Hygiene**

#### **Rule - .17(11) Soiled containers/items**

#### **Allegation - Not Substantiated**

Reporter stated that the same container is used for soiled and clean laundry.

#### **Director's Response**

The director's response was requested and will be attached.

### **Investigative Findings**

Based on observations and staff statements, staff indicated that there is a separate container for soiled and clean laundry.

---

### **Chapter - 591-1-1-.25 Facility**

#### **Rule - .25(7) Locked Doors**

#### **Allegation - Substantiated**

Reporter stated that the laundry/storage room is never locked.

#### **Director's Response**

The director's response was requested and will be attached.

### **Investigative Findings**

Based on observations upon arrival to the center, the laundry room door was not locked.

---

### **Chapter - 591-1-1-.25 Facility**

#### **Rule - .25(8) Outlets**

#### **Allegation - Not Substantiated**

Reporter stated there is an outlet and cord near children's crib accessible to the children.

#### **Director's Response**

The director's response was requested and will be attached.

#### **Investigative Findings**

Based on observations of the two classrooms with cribs, there were no outlets or cords within reach of children in care. A cord was observed above a crib in the older infant room, however, it was not within reach of children in care.

---

#### **Chapter - 591-1-1-.27 Policies and Procedures**

##### **Rule - .27(i) No Smoking**

#### **Allegation - Not Substantiated**

Reporter stated a no smoking sign is not posted near the entrance.

#### **Director's Response**

The director's response has been requested and will be attached.

#### **Investigative Findings**

Based on observations of the facility, a no smoking sign was posted on the parent board in the hallway of the child learning center building. In addition, a faded no smoking sign was observed on the outside of the building near the entrance.

---

#### **Chapter - 591-1-1-.29 Policies and Procedures**

##### **Rule - .29(1)(a) Child Abuse**

#### **Allegation - Not Substantiated**

Reporter stated that the director did not report a case of possible child abuse.

#### **Director's Response**

The director's response was requested and will be attached.

#### **Investigative Findings**

Based on staff statements, there was not enough evidence to determine that a case of possible child abuse was not reported.

---

#### **Chapter - 591-1-1-.30 Sleeping & Resting Equipment**

##### **Rule - .30(8) Equipment arrangement**

#### **Allegation - Substantiated**

Reporter stated that there is not sufficient space between cots when all children are present and children are not placed head to foot.

#### **Director's Response**

The director's response was requested and will be attached.

#### **Investigative Findings**

At least two staff stated that the cots were placed between six, eight and twelve inches apart. One staff stated that there was no current system to ensure that children are placed head to toe.

---

#### **Chapter - 591-1-1-.31 Staff Records**

##### **Rule - .31(1)(a) Director/Designated person**

#### **Allegation - Not Substantiated**

Reporter stated that the director is often not at the center and there is no one available.

**Director's Response**

The director's response was requested and will be attached.

**Investigative Findings**

Based on a review of the parent information board, when the director is not on site, there is a designated person listed from the main building who is in charge.

---

**Chapter - 591-1-1-.12 Activities and Equipment****Rule - .12(2)(d) Secured****Allegation - Not Substantiated**

Reporter stated that a teachers storage shelf is not secured to the wall.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on observations during the investigation, the teacher's shelf in the right 1 room appeared stable although it was not secured to the wall. It did not move when it was pushed or pulled.

---

**Chapter - 591-1-1-.15 Food Service****Rule - .15(1) USDA Guidelines****Allegation - Not Substantiated**

Reporter stated that meals are not varied when the children eat cereal and cranberries several times a week.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on a review of the menu and informal interview with the cook, the menu appeared varied. Cereal is served approximately once per week as are cranberries.

---

**Chapter - 591-1-1-.15 Food Service****Rule - .15(6)(g) Availability of drinking water****Allegation - Not Substantiated**

Reporter stated that children are not offered water between meals and snacks.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

At least one staff stated that children were offered water. A water fountain was observed in the hallway and consultant observed a teacher allow children to obtain water from it.

---

**Chapter - 591-1-1-.15 Food Service****Rule - .15(7) Hazardous Food Restrictions****Allegation - Not Substantiated**

Reporter stated that children are served grapes in the mixed fruit.

**Director's Response**

The director's response has been attached.

**Investigative Findings**

Based on staff statements, children are served grapes in the mixed fruit. Several staff indicated that they cut the grapes in the fruit prior to serving them.

---

**Chapter - 591-1-1-.15 Food Service**

**Rule - .15(8) Modified diet**

**Allegation - Not Substantiated**

Reporter stated that children on modified diets are not offered alternatives.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on statements from staff, children are always offered an alternative if they require a modified diet.

---

**Chapter - 591-1-1-.15 Food Service**

**Rule - .15(7) Hazardous Food Restrictions**

**Allegation - Not Substantiated**

Reporter stated that children are served oreos, cookies, brownies, and chocolate covered items several times a month.

**Director's Response**

The director's statement was requested and will be attached.

**Investigative Findings**

Based on a review of the menu, the facility only serves the items listed above no more than two times per week.

---

**Chapter - 591-1-1-.25 Facility**

**Rule - .25(3) Clean, free of debris, good repair**

**Allegation - Not Substantiated**

Reporter stated that ants, cockroaches and spiders are routinely seen in childcare rooms.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on observations as well as informal staff interviews with two staff, there was no evidence of ants, cockroaches or spiders.

---

**Chapter - 591-1-1-.12 Activities and Equipment**

**Rule - .12(2)(b) Clean**

**Allegation - Not Substantiated**

Reporter stated that foam mats in the Busy Bee room are dirty.

Reporter stated that tables in several rooms have nicks in them allowing bacteria to grow on eating surfaces.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on observations on this date, the foam mats were not observed dirty. Although a small nick was observed in the table, it did not present a hazard because it was not porous.

---

**Chapter - 591-1-1-.07 Health and Hygiene**

**Rule - .07(1) Exclusion of sick children**

**Allegation - Not Substantiated**

Reporter stated that when a child has a fever, they are not removed from the area with other children.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on staff statements of at least two staff, children are isolated until the parents can arrive to pick them up. Children are often taken up front the desk and removed from the classroom.

---

**Chapter - 591-1-1-.10 Health and Hygiene**

**Rule - .10(5) Staff must wash hands before and after diaper changing,  
no kitchen duties**

**Allegation - Not Substantiated**

Reporter stated that staff do not wash hands after diapering children.

**Director's Response**

The director's response was requested and will be attached.

**Investigative Findings**

Diapering was not observed. However, at least two staff stated proper knowledge of diapering procedures.

---

**Chapter - 591-1-1-.17 Health and Hygiene**

**Rule - .17(7)(a-d) Handwashing-Children**

**Allegation - Substantiated**

Reporter stated that children's hands are not washed after diapering or before meals and snacks.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

Based on observations made during the visit, at least four children in the three-year-old room did not wash their hands after eating lunch.

---

**Chapter - 591-1-1-.11 Safety**

**Rule - .11(2)(m) Confine to swing, highchair, walker etc.**

**Allegation - Not Substantiated**

Reporter stated that children are often put in time out in a high chair for long periods of time.

**Director's Response**

The director's response was requested and will be attached.

**Investigative Findings**

There was no evidence provided that children are placed in a high chair for time out. Several staff were interviewed regarding discipline.

---



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**  
Phone: (404)657-5562  
www.dec.state.ga.gov

**Date:** 9/6/2012    **Purpose:** Complaint Investigation    **Arrival:** 9:15 AM    **Departure:** 12:15 PM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
erikam@ymcaofcoastalga.org

**Mailing Address**  
Same

**Consultant**

Sarah Benton  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (912) 544-9771  
sarah.benton@dec.state.ga.gov  
Joint with: Lindsay Miller

**Facility**

**591-1-1-.25 Physical Plant - Safe Environment (CR)**

**Not Met**

**Finding**

591-1-1-.25(7) requires that rooms not approved for child care be latched or locked. Upon consultant's arrival, the door to an unapproved space, the laundry room, was not latched or locked.

**Correction Deadline: 9/6/2012**

**591-1-1-.25 Physical Plant-Structural/Mechanical**

**Not Met**

**Finding**

591-1-1-.25(19) prohibits the use of unapproved areas for children's activity. During the visit, it was determined that children had used a space not approved for childcare. Children had used the unlicensed grassy areas outside for play.

**Correction Deadline: 9/6/2012**

**591-1-1-.17 Hygiene (CR)****Not Met****Finding**

591-1-1-.17(7)(a-d) requires that children wash their hands with liquid soap and warm running water upon arrival for care, when moving from one child care group to another, upon re-entering the child care area after outside play, before and after eating meals and snacks, handling or touching food, playing in water; after toileting and diapering, playing in sand, touching animals or pets, and contact with bodily fluids; after contamination by any other means. Children were observed to not wash their hands as required. At least four children in the three-year-old room did not wash their hands after eating lunch.

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**Correction Deadline: 9/6/2012****591-1-1-.11 Discipline (CR)****Not Met****Finding**

591-1-1-.11(1) prohibits disciplinary actions that are detrimental to the physical or mental health of any child. During the investigation, it was determined that a staff member had placed a piece of tape on the lap of children to teach them not to move while in time out by not breaking the tape. Another staff member inappropriately disciplined children by restricting them to a small area in a corner behind a chair while the staff sat in the chair. In addition, it was noted that a staff member threw an object at a child.

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**Correction Deadline: 9/6/2012****Finding**

591-1-1-.11(2)(c) prohibits personnel from shaking, jerking, pinching or handling a child roughly. During the investigation, it was determined that a staff member picked up a child by one arm and was observed to push a child down.

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**Correction Deadline: 9/6/2012**

**Finding**

591-1-1-.30(8) specifies the arrangement of sleeping/resting equipment to avoid obstruction of exits, provide caregivers access to each child, prevent children's access to hanging cords and other hazardous objects and reduce the transfer of airborne diseases. The arrangement of equipment did not meet requirements in that at least two staff stated that the cots were only placed between six to twelve inches apart. In addition, one staff stated that there was no current system to ensure the children were placed head to toe.

.....

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.....

.....

**Correction Deadline: 9/6/2012**

|                                 |
|---------------------------------|
| <b>Staffing and Supervision</b> |
|---------------------------------|

**591-1-1-.32 Supervision (CR)**

Not Met

**Finding**

591-1-1-.32(6) requires that children be supervised at all times. An incident occurred in which a child cut multiple holes in her shirt while in the art center without the knowledge of staff in the room. In addition, a child wrote on her shirt with paint and marker without staff knowledge.

.....

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.....

.....

**Correction Deadline: 9/6/2012**

# CCLC/GDCH ANNUAL COMPLIANCE DETERMINATION WORKSHEET

REPORT DATE: 9/6/2012

CONSULTANT: Sarah Benton

FACILITY: CCLC-262 West Chatham YMCA Child Learning Center

FACILITY ADDRESS: 165 Isaac G Laroche Drive, Pooler

Any non-core rule violations issued due to an injury or serious incident will be equivalent to a high-risk core rule category citation, and will be treated in the same way when determining a facility's compliance. Please note these instances in the comments section.

| Complaint Investigation<br>9/6/2012  |  | Low | Medium | High | Extreme |
|--------------------------------------|--|-----|--------|------|---------|
| Chapter                              | Rules  |     |        |      |         |
| 591-1-1-.11                          | 591-1-1-.11(2)(d) Verbally Abuse or Humiliate<br>591-1-1-.11(2)(l) Children discipline other children<br>591-1-1-.11(1) Disciplinary actions not to be detrimental<br>591-1-1-.11(2)(c) Shake, Jerk, Pinch or Handle Roughly |     |        | X    |         |
| 591-1-1-.13                          | 591-1-1-.13(1) Notification of Field Trips   | X   |        |      |         |
| 591-1-1-.17                          | 591-1-1-.17(7)(a-d) Handwashing-Children   | X   |        |      |         |
| 591-1-1-.32                          | 591-1-1-.32(6) Supervision   |     | X      |      |         |
| Complaint Investigation<br>8/23/2012 |  | Low | Medium | High | Extreme |
| Chapter                              | Rules  |     |        |      |         |

TOTAL LOW:  TOTAL MEDIUM:  TOTAL HIGH:  TOTAL EXTREME:

TOTAL VISITS:  YEAR TO DATE COMPLIANCE:

## COMPLIANCE DETERMINATION CRITERIA FOR ONE TO THREE (1-3) VISITS:

Compliant = 0-5 core rule categories of Low risk, and/or No more than 2 core rule categories of Medium risk, or 1 Medium and 1 High risk

Not Compliant = 6 or more core rule categories of Low risk and/or 3 or more Medium risk, and/or 3 or more core rule categories of High risk

## COMPLIANCE DETERMINATION CRITERIA FOR FOUR OR MORE (4+) VISITS:

Compliant = 0-7 core rule categories of Low risk, and/or No more than 3 core rule categories of Medium risk, or 2 Medium and 1 High risk

Not Compliant = 8 or more core rule categories of Low risk and/or 4-7 or more core rule categories of Medium risk, and/or 2 or more core rule categories of High risk

COMMENTS:



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

October 11, 2012

### PLAN OF IMPROVEMENT NOTICE

Ms. Erika Morrison  
West Chatham YMCA Child Learning Center  
165 Isaac G. Laroche Drive  
Pooler, Georgia 31322

Dear Ms. Morrison:

This letter is formal notice that the complaint investigation of allegations concerning multiple allegations that were reported on August 28, 2012, is now concluded and serious rule violations were found. We found ten rule violations associated with the allegations. A revised copy of the investigation listing these rule violations is enclosed.

Please submit a written plan of improvement by October 25, 2012. To be acceptable, your plan of improvement must detail how all identified rule violations have been or will be corrected, the dates of correction, and the steps you will take to maintain compliance. Send the plan of improvement to:

Sarah Benton, Child Care Consultant  
Bright from the Start  
Georgia Department of Early Care and Learning  
PO Box 30442  
Savannah, Georgia 31410

If you disagree with any of the factual findings or rule violations cited, you may also send a separate statement of disagreement for your file. The statement must show the specific basis for your disagreement and may not be used as a substitute for the plan of improvement.

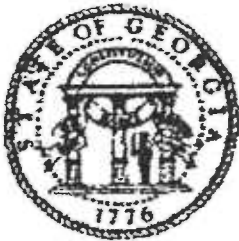
A follow-up visit will be made to determine whether successful corrective action has been taken in accordance with your plan of improvement. You are expected to correct all areas of noncompliance whether or not a written plan of improvement is submitted. Any rule violation which subjects a child to injury or a life-threatening situation and any rule violations previously cited but not corrected may result in the imposition of an enforcement fine of up to \$500 for each day of noncompliance for each rule violation or revocation of your facility's license.

Sincerely,

  
Sarah Benton  
Child Care Consultant

Enclosure

cc: State File  
Jennifer Bridgeman



# Bright from the Start Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404) 667-5562

www.dec.al.ga.gov

Date: 02/28/2012 Purpose: Monitoring Visit

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

Consultant  
Sarah Benton

2 Martin Luther King Jr. Drive, 670 East Tower  
Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

Sarah.Benton@dec.al.ga.gov

Mailing Address

Same

| Inspection Date | Arrival Time | Departure Time | Purpose          |
|-----------------|--------------|----------------|------------------|
| 02/28/2012      | 01:00 PM     | 4:00 PM        | Monitoring Visit |

### Compliance Codes

M = Met NM = Not Met NA = Not Applicable NO = Not Observed

### Ratios/License Capacity

25 Sq. Ft. Hours:

| Room      | Age Group         | Staff | Children | M/NM | 35 SF. | M/NM | 25 SF. | M/NM | NOTES      |
|-----------|-------------------|-------|----------|------|--------|------|--------|------|------------|
| 1Left     | 0-12 Months (1:6) | 2     | 11       | M    | 13     | M    | 13     | NA   | floor play |
| 2Left     | 4 Years (1:18)    | 2     | 19       | M    | 19     | M    | 19     |      | nap        |
| 3Left     | 2 Years (1:10)    | 2     | 11       | M    | 17     | M    | 17     |      | nap        |
| 4Left     | 3 Years (1:15)    | 2     | 24       | M    | 30     | M    | 30     |      | nap        |
| 1Right    | 0-12 Months (1:6) | 2     | 8        | M    | 10     | M    | 10     |      | nap        |
| 2Right    | 1 Year (1:8)      | 2     | 11       | M    | 12     |      | 12     |      | nap        |
| 3Right    | 2 Years (1:10)    | 2     | 12       | M    | 15     | M    | 15     |      | nap        |
| 4th Right | 4 Years (1:18)    | 2     | 22       | M    | 22     | M    | 22     |      | nap        |
| Youth Gym | 5 Years (1:20)    |       |          |      | 150    |      | 150    |      |            |

Total # Children this Date: 118

Total Capacity @35 sq. ft.: 288

Total Capacity @25 sq. ft.: 288

### Comments:

The purpose of today's visit was to perform a monitoring visit.

O.C.G.A. Section 42-1-12(1)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

### Plan of Improvement:

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Erika Morrison, Program Official

Date

Sarah Benton, CCS Consultant

Date

EXHIBIT "C"

**Summary****591-1-1-.25 Physical Plant-Safe Environment****Met****Comment**

No hazards observed accessible to children on this date.

**591-1-1-.26 Playgrounds****Met****Technical Assistance**

Discussed monitoring for ant beds. The facility has not been outside due to the rain and the flooded playgrounds. In addition, monitor the toddler slide at the bottom that has been pushed due the mulch.

**591-1-1-.11 Discipline****Not Met****Finding**

591-1-1-.11 (2)(c) prohibits personnel from shaking, jerking, pinching or handling a child roughly. A three-year-old child was roughly handled by center personnel in the hallway when she picked her up and placed her on the floor in a rough manner.

**POI (Plan of Improvement)**

To ensure that only appropriate child guidance techniques are used, the center will train staff regarding appropriate discipline procedures.

**Correction Deadline - 02/28/2012**

**Finding**

591-1-1-.11 (2)(d) prohibits personnel from verbally abusing or humiliating a child which includes the use of threats, profanity or belittling remarks about a child or his family. A child was crying in the hallway and staff was observed to tell her numerous times to "hush" and "you stop that" in an inappropriate manner.

**POI (Plan of Improvement)**

To ensure that only appropriate child guidance techniques are used, the center will train staff regarding appropriate discipline procedures and the director will monitor and train as needed.

**Correction Deadline - 02/28/2012**

**591-1-1-.36 Transportation****Met****Comment**

Complete documentation of transportation observed.

**591-1-1-.13 Field Trips****Not Evaluated****Comment**

Center does not participate in field trips at this time.

**591-1-1-.32 Staff:Child Ratios and Group Size****Met****Comment**

Center observed to maintain appropriate staff:child ratios.

**591-1-1-.32 Supervision****Not Met****Comment**

This rule was being evaluated as part of an on going complaint.

**591-1-1-.30 and 591-1-1-.45 Sleeping and Resting Equipment****Met****Comment**

No SIDS hazards observed.

**591-1-1-.35 Swimming Pools and Water-related Activities****Not Evaluated****Comment**

Center does not provide swimming activities.

**591-1-1-.10 Diapering Areas and Practices****Met****Comment**

Proper diapering procedures observed.

**Summary****591-1-1-.17 Hygiene**

Met

**Comment**

Proper hand washing observed throughout the center.

**591-1-1-.20 Medications**

Met

**Comment**

Documentation for medication dispensing observed complete based on a review of one medication form reviewed.

SCOPE AND SEVERITY MATRIX

| SEVERITY         | SCOPE   |                                 |            |   |
|------------------|---|---------------------------------|------------|---|
|                  | Isolated  | Pattern                         | Widespread |   |
| Most Severe      | 4<br>Violation caused death, or emotional physical or imminent and serious threat or hazard to health/safety. | J                               | K          | L |
| Severe           | 3<br>Violations have direct adverse effect on Physical or emotional health/safety.                            | G                               | H          | I |
| Minimal Severity | 2<br>Violations which indirectly or overtime have or are likely to have adverse effect.                       | D<br>02/28/2012(MV) - .11(2)(c) | E          | F |
| Low Severity     | 1<br>Substantial Compliance (Violations with potential only for minor negative impact.)                       | A<br>02/28/2012(MV) - .11(2)(d) | B          | C |

SEVERITY



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**

Phone: (404) 657-5562

www.dec.state.ga.gov

Date: 02/28/2012 Purpose: Complaint Investigation

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

**Consultant**

Sarah Benton

2 Martin Luther King Jr. Drive, 670 East Tower  
Atlanta, GA 30334

Phone: (912) 544-8771

Fax: (912) 544-9770

Sarah.Benton@dec.state.ga.gov

**Mailing Address**

Same

| Inspection Date | Arrival Time         | Departure Time | Purpose                 |
|-----------------|----------------------|----------------|-------------------------|
| 02/28/2012      | 01:00 PM<br>12:45 PM | 4:30 PM        | Complaint Investigation |

**Compliance Codes**

M = Met NM = Not Met NA = Not Applicable NO = Not Observed

**Ratios/License Capacity**

**25 Sq. Ft. Hours:**

| Room      | Age Group         | Staff | Children | M/NM | 35 SF. | M/NM | 25 SF. | M/NM | NOTES |
|-----------|-------------------|-------|----------|------|--------|------|--------|------|-------|
| 1Left     | 0-12 Months (1:8) |       |          |      | 13     |      | 13     |      |       |
| 2Left     | 4 Years (1:18)    |       |          |      | 19     |      | 19     |      |       |
| 3Left     | 2 Years (1:10)    |       |          |      | 17     |      | 17     |      |       |
| 4Left     | 3 Years (1:15)    |       |          |      | 30     |      | 30     |      |       |
| 1Right    | 0-12 Months (1:8) |       |          |      | 10     |      | 10     |      |       |
| 2Right    | 1 Year (1:8)      |       |          |      | 12     |      | 12     |      |       |
| 3Right    | 2 Years (1:10)    |       |          |      | 15     |      | 15     |      |       |
| 4th Right | 4 Years (1:18)    |       |          |      | 22     |      | 22     |      |       |
| Youth Gym | 5 Years (1:20)    |       |          |      | 150    |      | 150    |      |       |

Total # Children this Date:

Total Capacity @35 sq. ft.: 288

Total Capacity @25 sq. ft.: 288

**Comments:**

The purpose of today's visit was to perform a complaint investigation. The complaint is still pending.

O.C.G.A. Section 42-1-12(1)(2) requires Bright from the Start, Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

**Plan of Improvement:**

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Erika Morrison, Program Official

Date Sarah Benton, CCS Consultant

Date

**Complaint Investigation****Allegations Reported**

1. 591-1-1-.32(6) - Supervision - Reporter stated that for the past month a child has been bitten several times while in the classroom.

2. 591-1-1-.12(2)(c) Equipment: Placement: Reporter stated that on February 20, 2012, at approximately 5:30 p.m., an eleven-year-old child was observed to have a small knot on the back of her head. The child stated that she fell while playing dodgeball and hit her head on an exposed coat hook that is located on the wall directly beside the indoor basketball court. No medical attention was received.

**Director's Response**

The director's response has been requested and will be attached.

**Investigative Findings**

The investigation is still pending .

The investigation was closed on

1. Based on staff statements, informal interviews, incident reports as well as observations in the classroom, there is evidence to suggest that supervision has been lacking at times. In recent weeks, there have been at least twelve biting incidence in this classroom alone. In addition, during the on-site investigation, consultant observed a child in this classroom be hit at least four times before staff were aware that it was occurring. The child did make noises and began to get upset before staff were aware that it was occurring. There were four staff in the room at the time of the incident.

Allegation substantiated.

2. Based on observations, staff statements and informal interviews there was not enough information to determine that the coat hooks in the gym would be considered hazardous. This is a school age program only with children ages 5 and older. The hooks are located on the perimeter of basketball court away from where children might play dodge ball. When not in use, they have a swimming noodle placed over the top of them. When in use, they are used a bag hooks for book bags. The child did not indicate to staff in anyway that she was injured.

Allegation unsubstantiated.

**Related Findings****591-1-1-.32 Supervision****Not Met****Finding**

591-1-1-.32 (6) requires that children be supervised at all times. Children were not supervised in that in recent weeks there have been several biting incidents in the toddler classroom. In addition, during the on site visit, a one-year-old child was observed to be hit at least four times by another children before any of the four staff in the classroom were aware that it had occurred.

**POI (Plan of Improvement)**

Describe your plan for correction and how the center will maintain compliance.

Correction Deadline - 02/28/2012

Dates of Previous Violations - 10/03/2011, 08/09/2011

# SCOPE AND SEVERITY MATRIX

| SEVERITY         | SCOPE  |         |            |
|------------------|--|---------|------------|
|                  | Isolated   | Pattern | Widespread |
| Low Severity     | A<br>Substantial Compliance<br>(Violations with potential only for minor negative impact.)   | B       | C          |
| Minimal Severity | D<br>Violations which indirectly or overtime have or are likely to have adverse effect.<br>02/28/2012(CI) - .32(6)                   | E       | F          |
| Severe           | G<br>Violations have direct adverse effect on Physical or emotional health/safety.   | H       | I          |
| Most Severe      | J<br>Violation caused death, or emotional physical or emotional harm or pose imminent and serious threat or hazard to health/safety. | K       | L          |

SEVERITY



**BRIGHT FROM THE START**  
Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

March 26, 2012

**PLAN OF IMPROVEMENT NOTICE**

Ms. Erika Morrison, Director  
West Chatham Child Learning Center  
165 Isaac G Laroche Drive  
Pooler, Georgia 31322

Dear Ms. Morrison:

This letter is formal notice that the complaint investigation of allegations concerning lack of supervision in the toddler room and an injury in the after school room that were reported on February 16, 2012 and February 21, 2012, are now concluded and a serious rule violation were found. We found 1 rule violation associated with the allegations. A revised copy of the investigation listing these rule violations is enclosed.

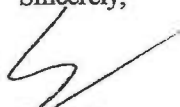
Please submit a written plan of improvement by April 9, 2012. To be acceptable, your plan of improvement must detail how all identified rule violations have been or will be corrected, the dates of correction, and the steps you will take to maintain compliance. Send the plan of improvement to:

Sarah Benton, Child Care Consultant  
Bright from the Start  
Georgia Department of Early Care and Learning  
PO Box 30442  
Savannah, Georgia 31410

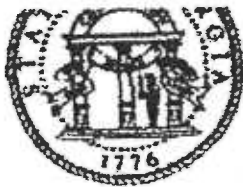
If you disagree with any of the factual findings or rule violations cited, you may also send a separate statement of disagreement for your file. The statement must show the specific basis for your disagreement and may not be used as a substitute for the plan of improvement.

A follow-up visit will be made to determine whether successful corrective action has been taken in accordance with your plan of improvement. You are expected to correct all areas of noncompliance whether or not a written plan of improvement is submitted. Any rule violation which subjects a child to injury or a life-threatening situation and any rule violations previously cited but not corrected may result in the imposition of an enforcement fine of up to \$500 for each day of noncompliance for each rule violation or revocation of your facility's license.

Sincerely,

  
Sarah Benton  
Child Care Consultant

Enclosure



# Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404) 657-5562

www.dec.state.ga.gov

Date: 11/09/2011 Purpose: Monitoring Visit

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

### Consultant

Sarah Benton

2 Martin Luther King Jr. Drive, 670 East Tower  
Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

Sarah.Benton@dec.state.ga.gov

### Mailing Address

Same

| Inspection Date | Arrival Time | Departure Time | Purpose          |
|-----------------|--------------|----------------|------------------|
| 11/09/2011      | 08:45 AM     | 10:15          | Monitoring Visit |

### Compliance Codes

M = Met NM = Not Met NA = Not Applicable NO = Not Observed

### Ratios/License Capacity

25 Sq. Ft. Hours:

| Room      | Age Group         | Staff | Children | M/NM | 35 SF. | M/NM | 25 SF. | M/NM | NOTES |
|-----------|-------------------|-------|----------|------|--------|------|--------|------|-------|
| 1Left     | 0-12 Months (1:8) | 3     | 12       | M    | 13     | M    | 13     |      |       |
| 2Left     | 4 Years (1:18)    | 2     | 20       | M    | 19     | M    | 19     | NA   |       |
| 3Left     | 2 Years (1:10)    | 2     | 14       | M    | 17     | M    | 17     | NA   |       |
| 4Left     | 3 Years (1:15)    | 3     | 29       | M    | 30     | M    | 30     |      |       |
| 1Right    | 0-12 Months (1:8) | 2     | 10       | M    | 10     | M    | 10     |      |       |
| 2Right    | 2 Years (1:10)    | 2     | 12       | M    | 12     | M    | 12     |      |       |
| 3Right    | 2 Years (1:10)    | 2     | 13       | M    | 15     | M    | 15     |      |       |
| 4th Right | 4 Years (1:18)    | 2     | 22       | M    | 22     |      | 22     |      |       |
| Youth Gym | 5 Years (1:20)    |       |          |      | 150    |      | 150    |      |       |

Total # Children this Date: 132

Total Capacity @35 sq. ft.: 288

Total Capacity @25 sq. ft.: 288

### Comments:

The purpose of today's visit was to perform a monitoring visit.

O.C.G.A. Section 42-1-12(1)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://qbi.georgia.gov> to access the Georgia Sex Offender Registry.

A plan of improvement notice was left on this date. A plan was developed on site. If you wish to make additions, please do so by November 23, 2011.

### Plan of Improvement:

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Erika Morrison, Program Official

Date

Sarah Benton, CCS Consultant

Date

EXHIBIT "D"

**Summary****591-1-1-.25 Physical Plant-Safe Environment****Met****Comment**

No hazards observed accessible to children on this date.

**591-1-1-.26 Playgrounds****Partially Met****Comment**

Discussed maintenance of resilient surface. Please fluff and redistribute.

**Finding**

591-1-1-.26 (8) requires the playground to be kept clean, free of litter and hazards. Black tarping was observed in the outdoor play area and posed a risk to children. In addition, bees were observed in and around the right playground from the bushes on the outside of the fencing.

**POI (Plan of Improvement)**

To ensure the cleanliness, sanitation and safety of the playground, the center will remove the black tarping and remove the bees.

**Correction Deadline - 11/09/2011**

**Dates of Previous Violations - 07/12/2011, 05/10/2011, 11/29/2010**

**591-1-1-.11 Discipline****Partially Met****Finding**

591-1-1.11 (1) prohibits disciplinary actions that are detrimental to the physical or mental health of any child. Consultant observed a three-year-old child be carried and then led by the hand from the classroom, and taken to the fencing of the playground where the two-year-old class was playing and asked if he needed to go back to the two-year-old room for misbehaving. The child was visibly upset and crying.

**POI (Plan of Improvement)**

The center will cease use of this disciplinary method and provide staff training on appropriate child guidance techniques.

**Correction Deadline - 11/09/2011**

**591-1-1-.36 Transportation****Not Met****Finding**

591-1-1-0.3-.36(6)(c)(3)(b) requires that the checklist include the initials of the driver or other designated person to verify the arrival and departure times at each location. The checklist did not include initials to verify arrival and departure times.

**POI (Plan of Improvement)**

The center will add this to their documentation and ensure that staff are completing it as required.

**Correction Deadline - 11/09/2011**

**Finding**

591-1-1-0.3-.36(6)(d) requires that the vehicle be thoroughly checked by a staff person who was present on the vehicle during the trip and then a second check be conducted by the director or the director's designated staff person who was not on the trip. Requirements were not met when the second check was not completed during a field trip last month.

**POI (Plan of Improvement)**

The center will instruct staff regarding this safety measure. Consultant will email sample forms to the center.

**Correction Deadline - 11/09/2011**

**591-1-1-.13 Field Trips****Met****Comment**

Field trip information observed complete for one field trip completed since the last visit.

**591-1-1-.32 Staff:Child Ratios and Group Size****Met****Comment**

Center observed to maintain appropriate staff:child ratios.

**591-1-1-.32 Supervision****Met****Comment**

Adequate supervision observed on this date.

**Summary****591-1-1-.30 and 591-1-1-.45 Sleeping and Resting Equipment****Met****Comment**

Pleasant naptime environment observed.

**591-1-1-.35 Swimming Pools and Water-related Activities****Not Evaluated****Comment**

No swimming since the last visit.

**591-1-1-.10 Diapering Areas and Practices****Partially Met****Finding**

591-1-1.10 (3)(a) requires that the diaper changing surface be smooth, non-porous, and cleaned between use with a disinfectant and dried with a single-use towel. Staff were not cleaning and disinfecting the diaper changing surface as required. A diaper pad in the first right infant/toddler room was torn and no longer cleanable.

**POI (Plan of Improvement)**

The center will provide training to staff. The center will replace the pad and monitor the pads regularly to ensure that the pad is not torn.

**Correction Deadline - 11/09/2011****Dates of Previous Violations - 11/29/2010****Comment**

Proper diapering procedures observed in several rooms.

**591-1-1-.17 Hygiene****Met****Comment**

Proper hand washing observed throughout the center.

**591-1-1-.20 Medications****Not Met****Finding**

591-1-1-.20 (3) requires the center to maintain a record of medication dispensed that includes the date, time and amount of medication, any noticeable adverse reaction, and the signature or initials of the person administering the medication. Staff were not in the practice of completing the record in its entirety. One of three medication forms reviewed indicated that a medication had not been dispensed when it had been authorized to be given.

**POI (Plan of Improvement)**

To ensure completion of medication records, the center will ensure that medication administration is documented as it occurs or does not occur and why.

**Correction Deadline - 11/09/2011****Dates of Previous Violations - 10/03/2011****Finding**

591-1-1-.20 (1) requires parental authorization for dispensing prescription or non-prescription medication. The authorization shall include the date, child's name, medication, prescription number, dosage, dates and times to be given, and parent's signature. One of three forms reviewed did not have the time for the medication to be given.

**POI (Plan of Improvement)**

To ensure that each authorization is completed, the center will ensure that the form is completed prior to acceptance.

**Correction Deadline - 11/09/2011**

## SCOPE AND SEVERITY MATRIX

|                  |   |  |         |            |  |
|------------------|---|--|---------|------------|--|
| Most Severe      | 4<br>Violation caused death, or emotional physical or emotional harm or pose imminent and serious threat or harzard to health/safety. | J  | K       | L          |  |
| Severe           | 3<br>Violations have direct adverse effect on Physical or emotional health/safety.  | G  | H       | I          |  |
| Minimal Severity | 2<br>Violations which indirectly or overtime have or are likely to have adverse effect.   | D<br>11/09/2011(MV) - .20(3), .36(6)(d)                            | E       | F          |  |
| Low Severity     | 1<br>Substantial Compliance (Violations with potential only for minor negative impact.)   | A<br>11/09/2011(MV) - .20(1), .10(3)(a), .26(8), .36(2)(g), .11(1) | B       | C          |  |
|                  |   | Isolated   | Pattern | Widespread |  |



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**  
Phone: (404) 657-5562  
www.dec.state.ga.gov

Date: 10/3/11 Purpose: Complaint Investigation

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

**Consultant**  
**Sarah Benton**

2 Martin Luther King Jr. Drive, 670 East Tower  
Atlanta, GA 30334  
Phone: (912) 544-9771  
Fax: (912) 544-9770  
Sarah.Benton@dec.state.ga.gov

**Mailing Address**

Same

| Inspection Date           | Arrival Time             | Departure Time | Purpose                 |
|---------------------------|--------------------------|----------------|-------------------------|
| 09/30/2011 <u>10/3/11</u> | 09:00 AM - <u>11:25A</u> | <u>3:35 PM</u> | Complaint Investigation |

**Compliance Codes**

M = Met NM = Not Met NA = Not Applicable NO = Not Observed

**Ratios/License Capacity**

**25 Sq. Ft. Hours:**

| Room      | Age Group         | Staff | Children | M/NM | 35 SF. | M/NM | 25 SF. | M/NM | NOTES |
|-----------|-------------------|-------|----------|------|--------|------|--------|------|-------|
| 1Left     | 0-12 Months (1:6) |       |          |      | 13     |      | 13     |      |       |
| 2Left     | 4 Years (1:18)    |       |          |      | 19     |      | 19     |      |       |
| 3Left     | 2 Years (1:10)    |       |          |      | 17     |      | 17     |      |       |
| 4Left     | 3 Years (1:15)    |       |          |      | 30     |      | 30     |      |       |
| 1Right    | 0-12 Months (1:6) |       |          |      | 10     |      | 10     |      |       |
| 2Right    | 2 Years (1:10)    |       |          |      | 12     |      | 12     |      |       |
| 3Right    | 2 Years (1:10)    |       |          |      | 15     |      | 15     |      |       |
| 4th Right | 4 Years (1:18)    |       |          |      | 22     |      | 22     |      |       |
| Youth Gym | 5 Years (1:20)    |       |          |      | 150    |      | 150    |      |       |

Total # Children this Date:

Total Capacity @35 sq. ft.: 288

Total Capacity @25 sq. ft.: 288

**Comments:**

The purpose of today's visit was to perform a complaint investigation.

The complaint is still pending.

**Plan of Improvement:**

I have read and understand the Rules and Regulations for Child Care Learning Centers, SS 1-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any or the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

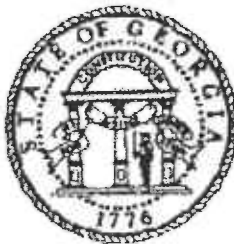
[Signature]  
Lee Anne Rushing, Program Official

Date

[Signature]  
Sarah Benton, CCS Consultant

Date

EXHIBIT "E"



Bright from the Start  
Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404) 657-5562

www.dec.state.ga.gov

Date: 10/03/2011 Purpose: Complaint Investigation

West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

Consultant

Sarah Benton

2 Martin Luther King Jr. Drive, 670 East Tower  
Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

Sarah.Benton@dec.state.ga.gov

Mailing Address

Same

| Inspection Date | Arrival Time | Departure Time | Purpose                 |
|-----------------|--------------|----------------|-------------------------|
| 10/03/2011      | 11:25 AM     | 03:35 PM       | Complaint Investigation |

Compliance Codes

M = Met NM = Not Met NA = Not Applicable NO = Not Observed

Ratios/License Capacity

25 Sq. Ft. Hours:

| Room      | Age Group         | Staff | Children | M/NM | 35 SF. | M/NM | 25 SF. | M/NM | NOTES |
|-----------|-------------------|-------|----------|------|--------|------|--------|------|-------|
| 1Left     | 0-12 Months (1:6) |       |          |      | 13     |      | 13     |      |       |
| 2Left     | 4 Years (1:18)    |       |          |      | 19     |      | 19     |      |       |
| 3Left     | 2 Years (1:10)    |       |          |      | 17     |      | 17     |      |       |
| 4Left     | 3 Years (1:15)    |       |          |      | 30     |      | 30     |      |       |
| 1Right    | 0-12 Months (1:6) |       |          |      | 10     |      | 10     |      |       |
| 2Right    | 2 Years (1:10)    |       |          |      | 12     |      | 12     |      |       |
| 3Right    | 2 Years (1:10)    |       |          |      | 15     |      | 15     |      |       |
| 4th Right | 4 Years (1:18)    |       |          |      | 22     |      | 22     |      |       |
| Youth Gym | 5 Years (1:20)    |       |          |      | 150    |      | 150    |      |       |

Total # Children this Date:

Total Capacity @35 sq. ft.: 288

Total Capacity @25 sq. ft.: 288

Comments:

The purpose of today's visit was to perform a complaint investigation.

The complaint is still pending.

The investigation was closed on October 28, 2011.

There was one rule violation in reference to the complaint.

A plan of improvement is due by November 11, 2011.

Plan of Improvement: To Be Mailed 11/11/2011

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

*mailed to center*

Lee Anne Rushing, Program Official

Date

Sarah Benton, CCS Consultant

Date

## ***Complaint Investigation***

### **Allegations Reported**

1. 591-1-1-.32(6) Supervision. Reporter stated that a two-year-old child was scratched by another two-year-old child on 9/20/11, between 3:15 p.m. and 4:30 p.m. Staff member did not know how the scratches were incurred. Additionally, reporter stated, that she has observed the classroom to be very chaotic at pick-up time off and on since June 2011, and that there is inadequate supervision of the children.

### **Director's Response**

The director's response was requested and will be attached.

### **Investigative Findings**

The investigation is still pending.

The investigation was closed on October 28, 2011. There was one rule violation in reference to the complaint investigation.

1. Based on staff written statements, informal interviews, classroom observations as well as a touch report, supervision was lacking on September 20, 2011 when a two-year-old received a scratch on the face in the afternoon when no staff was aware of how, when or that it occurred. It was brought to the staff's attention when the parent picked up the child that afternoon. Staff indicated that they were unaware that the child had been scratched.

Allegation substantiated.

**Related Findings****591-1-1-.32 Supervision****Not Met****Finding**

591-1-1-.32 (6) requires that children be supervised at all times. Children were not supervised in that on September 20, 2011, a two-year-old child received a scratch on her face. No staff responsible for the child was aware of or how the incident had occurred.

**POI (Plan of Improvement)**

Describe your plan for correction and how the center will maintain compliance.

Correction Deadline - 09/30/2011

Dates of Previous Violations - 08/09/2011

SCOPE AND SEVERITY MATRIX

| SEVERITY   | SCOPE                        |          |                  |              |
|--|------------------------------|----------|------------------|--------------|
|  | Most Severe                  | Severe   | Minimal Severity | Low Severity |
| 4<br>Violation caused death, or emotional physical or pose imminent and serous threat or harzard to health/safety. | J                            | K        | L                |              |
| 3<br>Violations have direct adverse effect on Physical or emotional health/safety.                                 | G<br>10/03/2011(CI) - .32(6) | H        | I                |              |
| 2<br>Violations which indirectly or overtime have or are likely to have adverse effect.                            | D                            | E        | F                |              |
| 1<br>Substantial Compliance (Violations with potential only for minor negative impact.)                            | A                            | B        | C                |              |
|  |                              | Isolated | Pattern          | Widespread   |



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

Nathan Deal  
GOVERNOR

Bobby Cagle, MSW  
COMMISSIONER

8 October 21, 2011

### PLAN OF IMPROVEMENT NOTICE

Ms. Erika Morrision  
West Chatham YMCA Child Learning Center  
165 Isaac G Laroche Drive  
Pooler, Georgia 31322

Dear Ms. Morrision:

This letter is formal notice that the complaint investigation of allegations concerning lack of supervision which resulted in a child receiving a scratch mark that were reported on September 23, 2011, is now concluded and serious rule violations were found. We found one rule violation associated with the allegation. A revised copy of the investigation listing these rule violations is enclosed. In addition, a revised copy of the Monitoring visit completed the same day and the annual determination worksheet are enclosed.

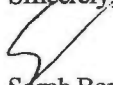
Please submit a written plan of improvement by November 11, 2011. To be acceptable, your plan of improvement must detail how all identified rule violations have been or will be corrected, the dates of correction, and the steps you will take to maintain compliance. Send the plan of improvement to:

Sarah Benton, Child Care Consultant  
Bright from the Start  
Georgia Department of Early Care and Learning  
P.O. Box 30442  
Savannah, Georgia 31410

If you disagree with any of the factual findings or rule violations cited, you may also send a separate statement of disagreement for your file. The statement must show the specific basis for your disagreement and may not be used as a substitute for the plan of improvement.

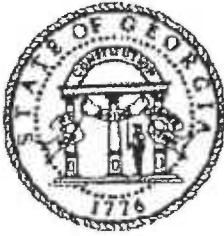
A follow-up visit will be made to determine whether successful corrective action has been taken in accordance with your plan of improvement. You are expected to correct all areas of noncompliance whether or not a written plan of improvement is submitted. Any rule violation which subjects a child to injury or a life-threatening situation and any rule violations previously cited but not corrected may result in the imposition of an enforcement fine of up to \$500 for each day of noncompliance for each rule violation or revocation of your facility's license.

Sincerely,

  
Sarah Benton  
Child Care Consultant

Enclosure

cc: State File  
Jennifer Bridgeman, Regional Director



Bright from the Start  
Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404) 657-5562

www.dec.state.ga.gov

Date: 08/09/2011 Purpose: Complaint Investigation

West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

Consultant

Sarah Benton

2 Martin Luther King Jr. Drive, 670 East Tower

Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

Sarah.Benton@dec.state.ga.gov

Mailing Address

Same

| Inspection Date | Arrival Time | Departure Time | Purpose                 |
|-----------------|--------------|----------------|-------------------------|
| 08/09/2011      | 09:50 AM     | 03:45 PM       | Complaint Investigation |

Compliance Codes

M = Met NM = Not Met NA = Not Applicable NO = Not Observed

Ratios/License Capacity

25 Sq. Ft. Hours:

| Room      | Age Group         | Staff | Children | M/NM | 35 SF. | M/NM | 25 SF. | M/NM | NOTES |
|-----------|-------------------|-------|----------|------|--------|------|--------|------|-------|
| 1Left     | 0-12 Months (1:6) |       |          |      | 13     |      | 13     |      |       |
| 2Left     | 4 Years (1:18)    |       |          |      | 19     |      | 19     |      |       |
| 3Left     | 2 Years (1:10)    |       |          |      | 17     |      | 17     |      |       |
| 4Left     | 3 Years (1:15)    |       |          |      | 30     |      | 30     |      |       |
| 1Right    | 0-12 Months (1:6) |       |          |      | 10     |      | 10     |      |       |
| 2Right    | 2 Years (1:10)    |       |          |      | 12     |      | 12     |      |       |
| 3Right    | 2 Years (1:10)    |       |          |      | 15     |      | 15     |      |       |
| 4th Right | 4 Years (1:18)    |       |          |      | 22     |      | 22     |      |       |
| Youth Gym | 5 Years (1:20)    |       |          |      | 150    |      | 150    |      |       |

Total # Children this Date:

Total Capacity @35 sq. ft.: 288

Total Capacity @25 sq. ft.: 288

Comments:

The purpose of today's visit was to perform a complaint investigation. The complaint is still pending.

The complaint investigation was closed on August 22, 2011.

There was one rule violation in reference to the complaint.

Plan of Improvement: Developed This Date

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Lee Anne Rushing, Program Official

Date Sarah Benton, CCS Consultant

Date

EXHIBIT "F"

**Complaint Investigation****Allegations Reported**

1. 591-1-1-.32(6)-In the last three weeks, a child has received 2 scratches on the leg and a bite mark on the neck that broke the skin and left visible teeth marks. In addition, at the time of pick up during the last week in July, a child was observed to be bleeding. None of the incidents were observed by the staff. Staff were unaware that the incidents occurred.

**Director's Response**

The director's response has been requested.

**Investigative Findings**

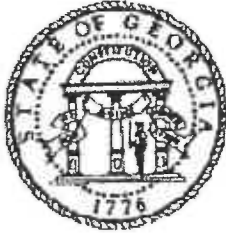
The investigation is still pending.

This investigation was closed on August 22, 2011.

1. Based on observations, staff informal interviews and staff written statements, there have been some lapses in supervision in the last two weeks that have resulted in incidents. In the last few weeks, an incident occurred at the end of the day in which one staff was in the room with approximately 5 children. A child had to be assisted in the restroom and the staff left the room to assist the child in the adjacent bathroom. While in the bathroom at least 2 children began climbing on the table and jumping off the table. A parent arrived and the staff asked if the parent would get the director to help. Staff also indicated in a written correspondence to the lead teacher, an incident occurred in which several children were running around the room, jumping off things and throwing toys off the table. One child jumped on another and the one child bit the other. The child that was bitten, threw a toy at the biter and made her face bleed. This incident occurred while staff was writing daily notes.

In addition, while observing in the classroom during the on site investigation, consultant observed a child get kicked in the face by another child's shoe. One child was across the toy cubbie and swinging her feet and hit another child in the face. The child cried however, staff were unaware of what had occurred nor did they respond appropriately. The staff was adjacent to the where the incident occurred. A bruise later developed on the child's face. Children in this class were also observed on this date to be throwing their shoes across the room and hitting one another at the table. Staff were not timely in stopping the behavior.

Allegation substantiated



Bright from the Start  
Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334

Phone: (404) 657-5562

[www.dec.state.ga.us](http://www.dec.state.ga.us)

Date: 08/09/2011 Purpose: Complaint Investigation

West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
(912) 748-1408

**Organization**

|  |               |
|--|---------------|
| 591-1-1-.02 Definitions                    | Not Evaluated |
| 591-1-1-.04 Admission and Enrollment       | Not Evaluated |
| 591-1-1-.16 Governing Body and Licenses    | Not Evaluated |
| 591-1-1-.37 Inspections and Investigations | Not Evaluated |
| 591-1-1-.38 Enforcement                    | Not Evaluated |
| 591-1-1-.39 Waivers                        | Not Evaluated |
| 591-1-1-.40 Severability                   | Not Evaluated |

**Facility**

|  |               |
|--|---------------|
| 591-1-1-.06 Bath rooms                           | Not Evaluated |
| 591-1-1-.19 License Capacity                     | Not Evaluated |
| 591-1-1-.25 Physical Plant-Structural/Mechanical | Not Evaluated |
| 591-1-1-.25 Physical Plant-Safe Environment      | Not Evaluated |
| 591-1-1-.26 Playgrounds                          | Not Evaluated |

**Safety**

|                            |               |
|----------------------------|---------------|
| 591-1-1-.11 Discipline     | Not Evaluated |
| 591-1-1-.05 Animals        | Not Evaluated |
| 591-1-1-.36 Transportation | Not Evaluated |
| 591-1-1-.14 First Aid Kit  | Not Evaluated |
| 591-1-1-.13 Field Trips    | Not Evaluated |

**Staffing and Supervision**

## Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size

Not Evaluated

591-1-1-.32 Supervision

Not Met

### Finding

591-1-1-.32 (6) requires that children be supervised at all times. Children were not supervised in that the following incidents occurred:

Within the last two weeks, approximately 5 children were left unsupervised, in the two-year-old classroom when the only staff available went into the adjacent bathroom to assist a child in toileting. At least two children began climbing on the table and jumping off. In a separate incident, children began running around the room, jumping off furniture. One child was bitten and another had a toy thrown in her face and it made her bleed. These incidents occurred while staff was working on daily notes in the classroom.

Supervision was lacking on this date when a child was observed lying across a toy cubbie swinging her legs and kicked another child in the face. The child received a bruise. Staff was unaware that this incident had occurred or that the child was injured.

In addition, several children were observed throwing their shoes across the room and two children were observed hitting one another across the table while waiting for lunch. It took several minutes for any of the three teachers in the room to be aware of these incidents.

### POI (Plan of Improvement)

The center will provide training to staff and monitor to ensure that children are supervised at all times. The center director will monitor and train staff as needed. Additional training can be located by visiting [www.decal.ga.gov](http://www.decal.ga.gov)

Correction Deadline - 08/09/2011

## Staff Records

591-1-1-.09 Criminal Records Check

Not Evaluated

591-1-1-.14 First Aid and CPR

Not Evaluated

591-1-1-.24 Personnel Records

Not Evaluated

591-1-1-.28 Prohibited Substances

Not Evaluated

591-1-1-.31 Staff

Not Evaluated

591-1-1-.33 Staff Training

Not Evaluated

## Activities and Equipment

591-1-1-.03 Activities

Not Evaluated

591-1-1-.12 Equipment and Toys

Not Evaluated

591-1-1-.30 and 591-1-1-.45 Sleeping and Resting Equipment

Not Evaluated

591-1-1-.35 Swimming Pools and Water-related Activities

Not Evaluated

## Health and Hygiene

591-1-1-.07 Children's Health

Not Evaluated

591-1-1-.10 Diapering Areas and Practices

Not Evaluated

## Health and Hygiene

|                         |               |
|-------------------------|---------------|
| 591-1-1-.17 Hygiene     | Not Evaluated |
| 591-1-1-.20 Medications | Not Evaluated |

## Policies and Procedures

|   |               |
|---|---------------|
| 591-1-1-.21 Operational Policies and Procedures         | Not Evaluated |
| 591-1-1-.22 Parental Access                             | Not Evaluated |
| 591-1-1-.27, 591-1-1-.42 and 591-1-1-.43 Posted Notices | Not Evaluated |
| 591-1-1-.29 Required Reporting                          | Not Evaluated |

## Children's Records

|                                    |               |
|------------------------------------|---------------|
| 591-1-1-.08 Children's Records     | Not Evaluated |
| 591-1-1-.23 Parental Authorization | Not Evaluated |

## Food Service

|  |               |
|--|---------------|
| 591-1-1-.15 Food Service and Nutrition | Not Evaluated |
| 591-1-1-.18 Kitchen Operations         | Not Evaluated |

## Evening Care

|  |               |
|--|---------------|
| 591-1-1-.25 Physical Plant             | Not Evaluated |
| 591-1-1-.32 Staffing/Supervision       | Not Evaluated |
| 591-1-1-.03 Activities                 | Not Evaluated |
| 591-1-1-.30 Equipment                  | Not Evaluated |
| 591-1-1-.15 Food Service And Nutrition | Not Evaluated |

Facility: West Chatham YMCA Child Learning Center  
Address: 165 Isaac G Laroche Drive Pooler, GA 31322

Consultant: Sarah Benton  
Date: 08/09/2011

# SCOPE AND SEVERITY MATRIX

|                  |   |                              |  |   |         |   |            |
|------------------|---|------------------------------|--|---|---------|---|------------|
| Most Severe      | 4<br>Violation caused death, or emotional physical or emotional harm or pose imminent and serious threat or harzard to health/safety. | J                            |  | K |         | L |            |
| Severe           | 3<br>Violations have direct adverse effect on Physical or emotional health/safety.  | G                            |  | H |         | I |            |
| Minimal Severity | 2<br>Violations which indirectly or overtime have or are likely to have adverse effect.   | D<br>08/09/2011(CI) - .32(6) |  | E |         | F |            |
| Low Severity     | 1<br>Substantial Compliance<br>(Violations with potential only for minor negative impact.)  | A                            |  | B |         | C |            |
|                  |   | Isolated                     |  |   | Pattern |   | Widespread |

**Related Findings****591-1-1-.32 Supervision****Not Met****Finding**

591-1-1-.32 (6) requires that children be supervised at all times. Children were not supervised in that the following incidents occurred:

Within the last two weeks, approximately 5 children were left unsupervised, in the two-year-old classroom when the only staff available went into the adjacent bathroom to assist a child in toileting. At least two children began climbing on the table and jumping off. In a separate incident, children began running around the room, jumping off furniture. One child was bitten and another had a toy thrown in her face and it made her bleed. These incidents occurred while staff was working on daily notes in the classroom.

Supervision was lacking on this date when a child was observed lying across a toy cubbie swinging her legs and kicked another child in the face. The child received a bruise. Staff was unaware that this incident had occurred or that the child was injured.

In addition, several children were observed throwing their shoes across the room and two children were observed hitting one another across the table while waiting for lunch. It took several minutes for any of the three teachers in the room to be aware of these incidents.

**POI (Plan of Improvement)**

The center will provide training to staff and monitor to ensure that children are supervised at all times. The center director will monitor and train staff as needed. Additional training can be located by visiting [www.decal.ga.gov](http://www.decal.ga.gov)

**Correction Deadline - 08/09/2011**



## BRIGHT FROM THE START

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

April 18, 2012

Ms. Erika Morrison, Director  
Ms. Christine Tamargo, Assistant Branch Director  
The Young Men's Christian Association of Coastal Georgia, Inc.  
d/b/a West Chatham YMCA Child Learning Center  
165 Isaac G Laroche Drive  
Pooler, Georgia 31422

Dear Ms. Morrison:

The purpose of this letter is to confirm the office conference that was held on April 18, 2012, with you, Sarah Benton, Child Care Consultant and myself, Jennifer Bridgeman, South East Regional Director. As a result of the findings of a recent complaint investigation/monitoring visit conducted at your facility, we requested you attend an office conference to discuss your center's noncompliance with the Rules and Regulations for Child Care Learning Centers.

During the conference, we discussed the plan of correction from your last regulatory visit and reiterated the need for your facility to come into compliance with all rules and regulations. Particular areas of noncompliance were discussed with you, including the specific steps your facility will take to correct the deficiencies cited, the dates on which the corrections are to be made, and the steps taken to maintain compliance on an ongoing basis. Your facility's current level of compliance and the rule violation history chart for your facility were also discussed with you during this conference. You were afforded an opportunity to discuss any concerns you had regarding the citations made during the complaint investigation/monitoring visit.

Your plan of correction was accepted as satisfactory with the additions including on the following page that were discussed during the office conference. All corrections were made by April 18, 2012. Your facility will be monitored to assure corrections are made according to your plan and will continue to be monitored relative to compliance with all rules and regulations.

If you have any questions concerning this letter or its contents, please feel free to call me at 706-497-1536, or Sarah Benton at 912-544-9771.

Thank you for your time and cooperation in this matter.

Sincerely,

Jennifer Bridgeman  
South East Regional Director

cc: State File  
Sarah Benton

EXHIBIT "G"

Ms. Erika Morrison  
Ms. Christine Tamargo  
Page 2 of 2  
April 18, 2012

#### Additions to the Plan of Improvement

Discussed having particular staff be responsible for checking areas such as playgrounds, transportation, diapering etc.

Discussed preparing information for families as they enroll that would include ages and stages and what to expect.

Facility has had meetings with teachers to adjust the classroom schedule and continues to meet and adjust as needed.

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box: ☐ Individual/  
Sole proprietor

☐ Corporation

☐ Partnership

☐ Other ▶

☐ Exempt from backup  
withholding

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number  
| | | | | | | |

or

Employer identification number  
| | | | | | | |

## Part II Certification

Under penalties of perjury, I certify, that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign  
Here

Signature of  
U.S. person ▶

Date ▶

## Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9, to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,



# Bright from the Start Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334  
Phone: (404)657-5562  
www.dec.state.ga.gov

Date: 9/18/2013 Purpose: Complaint Investigation Arrival: 10:30 AM Departure: 2:30 AM

CCLC-262

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
erikam@ymcaofcoastalga.org

## Consultant

Sarah Benton  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (912) 544-9771  
Fax: (912) 544-9770  
sarah.benton@dec.state.ga.gov

Mailing Address  
Same

## Compliance

Projected FY 2014 Compliance: Compliant  
End of FY 2013 Compliance: Not Compliant  
End of FY 2012 Compliance: Not Compliant

## Legend

FY 2014 - July 1st, 2013 - June 30th, 2014  
FY 2013 - July 1st, 2012 - June 30th, 2013  
FY 2012 - July 1st, 2011 - June 30th, 2012

## Ratios/License Capacity

| Building                        | Room            | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes                    |
|---------------------------------|-----------------|-----------|-------|----------|------|------------|--------------|------------|--------------|--------------------------|
| A/S building                    | adult gym       |           | 0     | 0        | C    | 108        | C            | NA         | NA           |                          |
| A/S building                    | conference room |           | 0     | 0        | C    | 13         | C            | NA         | NA           |                          |
| A/S building                    | Gym             |           | 0     | 0        | C    | 163        | C            | NA         | NA           |                          |
| A/S building                    | kid fit gym     |           | 0     | 0        | C    | 28         | C            | NA         | NA           |                          |
| Total Capacity @35 sq. ft.: 312 |                 |           |       |          |      |            |              |            |              |                          |
| Child Learning Center           | 1st left        | Infants   | 2     | 8        | C    | 13         | C            | NA         | NA           | Feeding, Floor Play, Nap |

EXHIBIT "D"

|                       |               |                           |   |    |   |    |   |    |    |                           |
|-----------------------|---------------|---------------------------|---|----|---|----|---|----|----|---------------------------|
| Child Learning Center | 1st right     | Infants and One Year Olds | 1 | 7  | C | 10 | C | NA | NA | Nap                       |
| Child Learning Center | 2nd left(PK)  | PreK                      | 2 | 18 | C | 19 | C | NA | NA | Transitioning, Lunch, Nap |
| Child Learning Center | 2nd right     | One Year Olds             | 3 | 10 | C | 14 | C | NA | NA | Nap                       |
| Child Learning Center | 3rd left      | Two Year Olds             | 2 | 13 | C | 17 | C | NA | NA | Nap                       |
| Child Learning Center | 3rd right     | Two Year Olds             | 3 | 12 | C | 13 | C | NA | NA | Nap, Clean Up             |
| Child Learning Center | 4th left      | Three Year Olds           | 2 | 22 | C | 30 | C | NA | NA | Nap                       |
| Child Learning Center | 4th right(PK) | PreK                      | 2 | 21 | C | 22 | C | NA | NA | Nap                       |

Total Capacity @35 sq. ft.: 138

Total # Children this Date: 111 Total Capacity @35 sq. ft.: 450

| Building              | Playground            | Playground Occupancy | Playground Compliance |
|-----------------------|-----------------------|----------------------|-----------------------|
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |

#### Comments

The purpose of today's visit was to perform a complaint investigation. The complaint remains open awaiting additional information from the center. The complaint investigation was closed on October 4, 2013. A plan of improvement notice was left on this date.

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Plan of Improvement: To Be Submitted 10/18/2013

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Erika Morrison, Program Official

Date

Sarah Benton, Consultant

Date

Heather DoCoux

10/4/2013



Bright from the Start  
Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404)657-5562

www.dec.state.ga.gov

Date: 9/18/2013

Purpose: Complaint Investigation

Arrival: 11:45 AM

Departure: 2:30 AM

CCLC-262

West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive

Pooler, GA 31322

Chatham County

(912) 748-1408

erikam@ymcaofcoastalga.org

Consultant

Sarah Benton

2 Martin Luther King Jr. Drive SE,

670 East Tower

Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

sarah.benton@dec.state.ga.gov

Mailing Address

Same

Compliance

Projected FY 2014 Compliance: Not Determined

End of FY 2013 Compliance: Not Compliant

End of FY 2012 Compliance: Not Compliant

Legend

FY 2014 - July 1st, 2013 - June 30th, 2014

FY 2013 - July 1st, 2012 - June 30th, 2013

FY 2012 - July 1st, 2011 - June 30th, 2012

Ratios/License Capacity

| Building                        | Room            | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes                    |
|---------------------------------|-----------------|-----------|-------|----------|------|------------|--------------|------------|--------------|--------------------------|
| A/S building                    | adult gym       |           | 0     | 0        | C    | 108        | C            | NA         | NA           |                          |
| A/S building                    | conference room |           | 0     | 0        | C    | 13         | C            | NA         | NA           |                          |
| A/S building                    | Gym             |           | 0     | 0        | C    | 163        | C            | NA         | NA           |                          |
| A/S building                    | kid fit gym     |           | 0     | 0        | C    | 28         | C            | NA         | NA           |                          |
| Total Capacity @35 sq. ft.: 312 |                 |           |       |          |      |            |              |            |              |                          |
| Child Learning Center           | 1st left        | Infants   | 2     | 8        | C    | 13         | C            | NA         | NA           | Feeding, Floor Play, Nap |

|                       |               |                           |   |    |   |    |    |    |    |                           |
|-----------------------|---------------|---------------------------|---|----|---|----|----|----|----|---------------------------|
| Child Learning Center | 1st right     | Infants and One Year Olds | 1 | 7  | C | 10 | C  | NA | NA | Nap                       |
| Child Learning Center | 2nd left(PK)  | PreK                      | 2 | 18 | C | 19 | C  | NA | NA | Transitioning, Lunch, Nap |
| Child Learning Center | 2nd right     | One Year Olds             | 3 | 10 | C | 14 | C  | NA | NA | Nap                       |
| Child Learning Center | 3rd left      | Two Year Olds             | 2 | 12 | C | 17 | C  | NA | NA | Nap                       |
| Child Learning Center | 3rd right     | Two Year Olds             | 3 | 14 | C | 13 | NC | NA | NA | Nap                       |
| Child Learning Center | 4th left      | Three Year Olds           | 2 | 22 | C | 30 | C  | NA | NA | Nap                       |
| Child Learning Center | 4th right(PK) | PreK                      | 2 | 21 | C | 22 | C  | NA | NA | Nap                       |

Total Capacity @35 sq. ft.: 138

Total # Children this Date: 112 Total Capacity @35 sq. ft.: 450

| Building              | Playground            | Playground Occupancy | Playground Compliance |
|-----------------------|-----------------------|----------------------|-----------------------|
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |

#### Comments

The purpose of today's visit was to perform a complaint investigation. The complaint remains open awaiting additional information from the center.

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Plan of Improvement: No Plan Developed

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Erika Morrison, Program Official

Date

Sarah Benton, Consultant

Date



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**  
Phone: (404)657-5562  
www.dec.state.ga.gov

**Date:** 9/18/2013    **Purpose:** Complaint Investigation    **Arrival:** 10:30 AM    **Departure:** 2:30 AM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
courtney.robinson@ymcaofcoastalga.org

**Consultant**

Sarah Benton  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (912) 544-9771  
Fax: (912) 544-9770  
sarah.benton@dec.state.ga.gov

**Mailing Address**  
Same

**Complaint Investigation**

**Chapter - 591-1-1-.11 Discipline**

**Incident Date - 9/6/2013**

**Rule - .11(2)(b) Corporal or Physical Punishment**

**Allegation - Substantiated**

The reporter stated that she saw the Director spank a male child.

**Director's Response**

The director's response was requested and will be attached.

**Investigative Findings**

The investigation remains open awaiting additional information from the center.

The investigation was closed 10-4-13. Based on interviews and written staff statements obtained, it was determined that an employee of the facility spanked her own child while on the premises of the childcare on Friday, September 6, 2013.



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**

**Atlanta, GA 30334**

Phone: (404)657-5562

www.dec.state.ga.gov

**Date:** 9/18/2013

**Purpose:** Complaint Investigation

**Arrival:** 10:30 AM

**Departure:** 2:30 AM

**CCLC-262**

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Phone: (912) 544-9771

Fax: (912) 544-9770

sarah.benton@dec.state.ga.gov

**Mailing Address**

Same

**The following information is associated with a Complaint Investigation:**

|  |               |
|--|---------------|
|  | <b>Safety</b> |
|--|---------------|

**591-1-1-.11 Discipline (CR)**

**Not Met**

**Finding**

591-1-1-.11(2)(b) prohibits personnel from inflicting corporal/physical punishment upon a child. It was determined through an on site investigation that discipline was not met. On September 6, 2013, an employee of the facility spanked her own child while on the premises of the childcare center.

**Correction Deadline: 9/18/2013**

## CCLC/GDCH ANNUAL COMPLIANCE DETERMINATION WORKSHEET



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

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Phone: (404)657-5562  
 www.dec.state.ga.gov

**CCLC-262****West Chatham YMCA Child Learning Center**

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 Fax: (912) 544-9770  
 sarah.benton@dec.state.ga.gov

Mailing Address  
 Same

Any non-core rule violations issued due to an injury or serious incident will be equivalent to a high-risk core rule category citation, and will be treated in the same way when determining a facility's compliance. Please note these instances in the comments section.

**Complaint Investigation**  
**9/18/2013**

| Compliance Group | Rules   | Low | Medium | High | Extreme |
|------------------|---|-----|--------|------|---------|
| Discipline       | 591-1-1-.11(2)(b) Corporal or Physical Punishment |     |        | X    |         |

TOTAL LOW:  TOTAL MEDIUM:  TOTAL HIGH:  TOTAL EXTREME:

TOTAL VISITS:  YEAR TO DATE COMPLIANCE:

COMPLIANCE DETERMINATION CRITERIA FOR ONE TO THREE (1-3) VISITS:

Compliant = 0-5 core rule categories of Low risk, and/or No more than 2 core rule categories of Medium risk, or 1 Medium and 1 High risk

Not Compliant = 6 or more core rule categories of Low risk and/or 3 or more Medium risk, and/or 2 or more core rule categories of High risk

COMPLIANCE DETERMINATION CRITERIA FOR FOUR OR MORE (4+) VISITS:

Compliant = 0-7 core rule categories of Low risk, and/or No more than 3 core rule categories of Medium risk, or 2 Medium and 1 High risk

Not Compliant = 8 or more core rule categories of Low risk and/or 4-7 or more core rule categories of Medium risk, and/or 2 or more core rule categories of High risk



# Bright from the Start Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower

Atlanta, GA 30334

Phone: (404)657-5562

www.decal.ga.gov

Date: 10/9/2013 Purpose: Monitoring Visit

Arrival: 2:10 PM

Departure: 4:55 PM

CCLC-262

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive

Pooler, GA 31322

Chatham County

(912) 748-1408

erikam@ymcaofcoastalga.org

## Consultant

Sarah Benton

2 Martin Luther King Jr. Drive SE,

670 East Tower

Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

sarah.benton@decal.ga.gov

## Mailing Address

Same

## Compliance

Projected FY 2014 Compliance: Compliant

End of FY 2013 Compliance: Not Compliant

End of FY 2012 Compliance: Not Compliant

## Legend

FY 2014 - July 1st, 2013 - June 30th, 2014

FY 2013 - July 1st, 2012 - June 30th, 2013

FY 2012 - July 1st, 2011 - June 30th, 2012

## Ratios/License Capacity

| Building                        | Room            | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes |
|---------------------------------|-----------------|-----------|-------|----------|------|------------|--------------|------------|--------------|-------|
| A/S building                    | adult gym       |           | 0     | 0        | C    | 106        | C            | NA         | NA           |       |
| A/S building                    | conference room |           | 0     | 0        | C    | 13         | C            | NA         | NA           |       |
| A/S building                    | Gym             |           | 0     | 0        | C    | 163        | C            | NA         | NA           |       |
| A/S building                    | kid fit gym     |           | 0     | 0        | C    | 28         | C            | NA         | NA           |       |
| Total Capacity @35 sq. ft.: 312 |                 |           |       |          |      |            |              |            |              |       |
| Child Learning Center           | 1st left        | Infants   | 3     | 8        | C    | 13         | C            | NA         | NA           |       |

EXHIBIT "E"

|                       |               |                                 |   |    |   |    |   |    |    |                          |
|-----------------------|---------------|---------------------------------|---|----|---|----|---|----|----|--------------------------|
| Child Learning Center | 1st right     | Infants and One Year Olds       | 2 | 7  | C | 10 | C | NA | NA | Snack                    |
| Child Learning Center | 2nd left(PK)  | PreK                            | 2 | 17 | C | 19 | C | NA | NA | Snack                    |
| Child Learning Center | 2nd right     | One Year Olds                   | 3 | 10 | C | 14 | C | NA | NA | Snack                    |
| Child Learning Center | 3rd left      | Two Year Olds                   | 3 | 10 | C | 17 | C | NA | NA | Snack, Transitioning     |
| Child Learning Center | 3rd right     | One Year Olds and Two Year Olds | 3 | 10 | C | 13 | C | NA | NA | Snack, Transitioning     |
| Child Learning Center | 4th left      | Three Year Olds                 | 2 | 21 | C | 30 | C | NA | NA | TV, Transitioning, Snack |
| Child Learning Center | 4th right(PK) | PreK                            | 2 | 18 | C | 22 | C | NA | NA | Snack, Transitioning     |

Total Capacity @35 sq. ft.: 138

Total # Children this Date: 99

Total Capacity @35 sq. ft.: 450

| Building              | Playground           | Playground Occupancy | Playground Compliance |
|-----------------------|----------------------|----------------------|-----------------------|
| Child Learning Center | back right, twos     | 34                   | C                     |
| Child Learning Center | back right, toddlers | 74                   | C                     |
| Child Learning Center | preschool/AS PG      | 74                   | C                     |

#### Comments

O.C.G.A. Section 42.1.12(1)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Plan of Improvement: No Plan Developed

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Candace M. Dinger 10/9/13  
Erika Morrison, Program Official Date

Sarah Benton, Consultant Date

10/9/2013



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334

Phone: (404)657-5562  
www.dec.state.ga.gov

Date: 10/9/2013 Purpose: Monitoring Visit

Arrival: 2:10 PM

Departure: 4:55 PM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
courtney.robinson@ymcaofcoastalga.org

**Consultant**

Sarah Benton

2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (912) 544-9771  
Fax: (912) 544-9770  
sarah.benton@dec.state.ga.gov

Mailing Address  
Same

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

591-1-1-.45 Safe Sleeping and Resting Requirements (CR)

Met

Correction Deadline: 4/19/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

Center has replaced the cribs in the infant and toddler classrooms.

591-1-1-.35 Swimming Pools & Water-related Activities (CR)

Met

**Comment**

Discussed use of spray ground with staff.

**Facility**

591-1-1-.25 Physical Plant - Safe Environment (CR)

Met

Correction Deadline: 4/19/2013

Prior Visits: 09/06/2012

Corrected on 10/9/2013

The laundry room door was observed locked.

591-1-1-.26 Playgrounds (CR)

Not Met

**Finding**

591-1-1-.26(7) requires that a resilient surface be provided and maintained beneath the fall zone of climbing and swinging equipment. It was determined that resilient surfacing was not met. There was inadequate resilient surface beneath the two large climbers and beneath several swings on the large playground when it measured less than 6 inches in several areas.

**POI (Plan of Improvement)**

To ensure the adequacy of a protective surface beneath climbing and swinging equipment, the center will add material and monitor regularly. For equipment five feet high and over, including swings, six inches of resilient material is recommended and three inches of resilient material is recommended for equipment less than five feet high. The material was observed onsite and will be placed in areas needed.

Correction Deadline: 10/19/2013

## Health and Hygiene

591-1-1-.10 Diapering Areas & Practices (CR)

Met

### Comment

Diapering requirements discussed

591-1-1-.17 Hygiene (CR)

Met

Correction Deadline: 4/19/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

Observed adequate handwashing on this date.

591-1-1-.20 Medications (CR)

Met

### Comment

Documentation for medication dispensing observed complete for two medication forms.

## Safety

591-1-1-.11 Discipline (CR)

Met

Correction Deadline: 9/18/2013

Prior Visits: 09/18/2013

Corrected on 10/9/2013

No inappropriate discipline observed on this date.

591-1-1-.13 Field Trips (CR)

Met

### Comment

No Field Trips at This Time

591-1-1-.36 Transportation (CR)

Met

Correction Deadline: 4/24/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

The center is not currently transporting children.

Correction Deadline: 5/16/2013

Prior Visits: 05/16/2013

Corrected on 10/9/2013

The center is not currently transporting children.

Correction Deadline: 4/20/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

The center is not currently transporting children.

Correction Deadline: 5/16/2013

Prior Visits: 05/16/2013

Corrected on 10/9/2013

The center is not currently transporting children.

Correction Deadline: 5/16/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

The center is not currently transporting children.

Correction Deadline: 4/20/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

The center is not currently transporting children.

Correction Deadline: 5/16/2013

Prior Visits: 05/16/2013

Corrected on 10/9/2013  
The center is not currently transporting children.

### Sleeping & Resting Equipment

591-1-1-.30 Safe Sleeping and Resting Requirements (CR)

Met

**Comment**

No SIDS hazards observed on this date.

### Staff Records

591-1-1-.09 Criminal Records Check

Met

Correction Deadline: 4/19/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

Record checks were submitted in April 2013.

591-1-1-.14 First Aid & CPR

Met

Correction Deadline: 5/19/2013

Prior Visits: 04/19/2013

Corrected on 10/9/2013

Based on staff statements and observations of cards and recent training information, the center currently has 22 persons trained has 43 total staff.

### Staffing and Supervision

591-1-1-.32 Staff:Child Ratios and Group Size (CR)

Met

**Comment**

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision (CR)

Met

**Comment**

Observed adequate supervision on this date. Discussed use of slide with staff and management and it was reinforced by management.



# Bright from the Start Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334

Phone: (404)657-5562  
www.dec.state.ga.us

Date: 10/11/2013 Purpose: Monitoring Visit

Arrival: 9:50 AM

Departure: 11:30 AM

CCLC-262

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
courtney.robinson@ymcaofcoastalga.org

## Consultant

Lindsay Miller  
2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 372-9333  
Fax:  
lindsay.miller@dec.state.ga.us

Mailing Address  
Same

### Compliance

Projected FY 2014 Compliance: Compliant  
End of FY 2013 Compliance: Not Compliant  
End of FY 2012 Compliance: Not Compliant

### Legend

FY 2014 - July 1st, 2013 - June 30th, 2014  
FY 2013 - July 1st, 2012 - June 30th, 2013  
FY 2012 - July 1st, 2011 - June 30th, 2012

### Ratios/License Capacity

| Building                        | Room            | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes      |
|---------------------------------|-----------------|-----------|-------|----------|------|------------|--------------|------------|--------------|------------|
| A/S building                    | adult gym       |           | 0     | 0        | C    | 108        | C            | NA         | NA           | Not In Use |
| A/S building                    | conference room |           | 0     | 0        | C    | 13         | C            | NA         | NA           | Not In Use |
| A/S building                    | Gym             |           | 0     | 0        | C    | 163        | C            | NA         | NA           | Not In Use |
| A/S building                    | kid fit gym     |           | 0     | 0        | C    | 28         | C            | NA         | NA           | Not In Use |
| Total Capacity @35 sq. ft.: 312 |                 |           |       |          |      |            |              |            |              |            |
| Child Learning Center           | 1st left        | Infants   | 2     | 7        | C    | 13         | C            | NA         | NA           | Outside    |

EXHIBIT "F"

|                       |               |                                 |   |    |   |    |   |    |    |             |
|-----------------------|---------------|---------------------------------|---|----|---|----|---|----|----|-------------|
| Child Learning Center | 1st right     | Infants and One Year Olds       | 2 | 7  | C | 10 | C | NA | NA | Floor Play  |
| Child Learning Center | 2nd left(PK)  | PreK                            | 2 | 19 | C | 19 | C | NA | NA | Centers     |
| Child Learning Center | 2nd right     | One Year Olds                   | 2 | 8  | C | 14 | C | NA | NA | Art         |
| Child Learning Center | 3rd left      | Two Year Olds                   | 2 | 11 | C | 17 | C | NA | NA | Centers     |
| Child Learning Center | 3rd right     | One Year Olds and Two Year Olds | 2 | 11 | C | 13 | C | NA | NA | Outside     |
| Child Learning Center | 4th left      | Three Year Olds                 | 2 | 22 | C | 30 | C | NA | NA | Circle Time |
| Child Learning Center | 4th right(PK) | PreK                            | 2 | 19 | C | 22 | C | NA | NA | Centers     |

Total Capacity @35 sq. ft.: 138

Total # Children this Date: 104 Total Capacity @35 sq. ft.: 450

| Building              | Playground            | Playground Occupancy | Playground Compliance |
|-----------------------|-----------------------|----------------------|-----------------------|
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |

#### Comments

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Plan of Improvement: No Plan Developed

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Erika Morrison, Program Official

Date

Lindsay Miller, Consultant

Date



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**

Phone: (404)657-5562  
www.dec.state.ga.us

**Date:** 10/11/2013 **Purpose:** Monitoring Visit

**Arrival:** 9:50 AM

**Departure:** 11:30 AM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
courtney.robinson@ymcaofcoastalga.org

**Mailing Address**  
Same

**Consultant**

Lindsay Miller

2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 372-9333  
Fax:  
lindsay.miller@dec.state.ga.us

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

591-1-1-.45 Safe Sleeping and Resting Requirements (CR)

Met

Correction Deadline: 4/19/2013

Prior Visits: 04/19/2013

Corrected on 10/11/2013

Center has replaced the cribs in the infant and toddler classrooms.

591-1-1-.35 Swimming Pools & Water-related Activities (CR)

Not Evaluated

**Comment**

Not evaluated

**Facility**

591-1-1-.25 Physical Plant - Safe Environment (CR)

Not Evaluated

**Comment**

Not evaluated

591-1-1-.25 Physical Plant-Structural/Mechanical

Technical Assistance

**Technical Assistance**

To prevent the presence of vermin, please ensure that outside doors are not propped open.

591-1-1-.26 Playgrounds (CR)

Not Evaluated

**Comment**

Not evaluated

**Health and Hygiene**

591-1-1-.10 Diapering Areas & Practices (CR)

Not Evaluated

**Comment**

Not evaluated

591-1-1-.17 Hygiene (CR)

Not Evaluated

**Comment**

Not evaluated

591-1-1-.20 Medications (CR)

Not Evaluated

**Comment**

Not evaluated

**Safety**

591-1-1-.11 Discipline (CR)

Met

**Comment**

No inappropriate discipline observed on this date.

591-1-1-.13 Field Trips (CR)

Not Evaluated

**Comment**

Not evaluated

591-1-1-.36 Transportation (CR)

Not Evaluated

**Comment**

Not evaluated

**Sleeping & Resting Equipment**

591-1-1-.30 Safe Sleeping and Resting Requirements (CR)

Met

Correction Deadline: 10/11/2013

Prior Visits: 10/10/2013

Corrected on 10/11/2013

Cribs have been replaced.

Correction Deadline: 9/6/2012

Prior Visits: 09/06/2012

Corrected on 10/11/2013

Cribs have been replaced.

**Staffing and Supervision**

591-1-1-.32 Staff:Child Ratios and Group Size (CR)

Met

**Comment**

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision (CR)

Met

**Comment**

Observed-Adequate Supervision



**BRIGHT FROM THE START**

Georgia Department of Early Care and Learning  
2 Martin Luther King Jr. Drive, SE, Suite 754, East Tower, Atlanta, Georgia 30334  
(404) 656-5957

**Nathan Deal**  
GOVERNOR

**Bobby Cagle, MSW**  
COMMISSIONER

October 30, 2013

Courtney Robinson, Director  
West Chatham YMCA Child Learning Center  
165 Isaac G. Laroche Drive  
Pooler, Georgia 31322

Dear Ms. Robinson:

I have enclosed a revised copy of the monitoring report dated October 28, 2013.

If you have any questions regarding this report, please don't hesitate to contact Jenifer Bridgeman at 706-497-1536.

Sincerely,

A handwritten signature in cursive script that reads "Lacey Lewis".

Lacey Lewis  
Child Care Consultant

Enclosure

cc: State File

Exhibit "G"



# Bright from the Start Georgia Department of Early Care and Learning

2 Martin Luther King Jr. Drive SE, 670 East Tower  
Atlanta, GA 30334  
Phone: (404)657-5562  
www.dec.state.ga.us

Date: 10/28/2013 Purpose: Monitoring Visit

Arrival: 11:25 AM

Departure: 12:30 PM

CCLC-262

## West Chatham YMCA Child Learning Center

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
courtney.robinson@ymcaofcoastalga.org

## Consultant

Lacey Lewis

2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 371-7714  
Fax: (866) 372-2250  
lacey.lewis@dec.state.ga.us

Mailing Address  
Same

## Compliance

Projected FY 2014 Compliance: Compliant  
End of FY 2013 Compliance: Not Compliant  
End of FY 2012 Compliance: Not Compliant

## Legend

FY 2014 - July 1st, 2013 - June 30th, 2014  
FY 2013 - July 1st, 2012 - June 30th, 2013  
FY 2012 - July 1st, 2011 - June 30th, 2012

## Ratios/License Capacity

| Building                        | Room            | Age Group | Staff | Children | NC/C | Max 35 SF. | 35 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes                 |
|---------------------------------|-----------------|-----------|-------|----------|------|------------|--------------|------------|--------------|-----------------------|
| A/S building                    | adult gym       |           | 0     | 0        | C    | 108        | C            | NA         | NA           | Not In Use, Breakfast |
| A/S building                    | conference room |           | 0     | 0        | C    | 13         | C            | NA         | NA           | Not In Use            |
| A/S building                    | Gym             |           | 0     | 0        | C    | 163        | C            | NA         | NA           | Not In Use            |
| A/S building                    | ind. fit gym    |           | 0     | 0        | C    | 20         | C            | NA         | NA           | Not In Use            |
| Total Capacity @35 sq. ft.: 312 |                 |           |       |          |      |            |              |            |              |                       |
| Child Learning Center           | 1st flr         | Infants   | 2     | 8        | C    | 13         | C            | NA         | NA           | Floor Play, Sleeping  |

|                       |                |                           |   |    |   |    |   |    |    |                            |
|-----------------------|----------------|---------------------------|---|----|---|----|---|----|----|----------------------------|
| Child Learning Center | 1st right      | Infants and One Year Olds | 3 | 8  | C | 10 | C | NA | NA | Floor Play, Nap, Lunch     |
| Child Learning Center | 2nd left (PK)  | PreK                      | 2 | 18 | C | 19 | C | NA | NA | Breakfast, Outside         |
| Child Learning Center | 2nd right      | One Year Olds             | 2 | 10 | C | 14 | C | NA | NA | Transitioning, Circle Time |
| Child Learning Center | 3rd left       | Two Year Olds             | 4 | 14 | C | 17 | C | NA | NA | Diapering, Circle Time     |
| Child Learning Center | 3rd right      | Two Year Olds             | 2 | 11 | C | 13 | C | NA | NA | Transitioning              |
| Child Learning Center | 4th left       | Three Year Olds           | 3 | 20 | C | 30 | C | NA | NA | Transitioning              |
| Child Learning Center | 4th right (PK) | PreK                      | 2 | 20 | C | 22 | C | NA | NA | Outside                    |

Total Capacity @35 sq. ft.: 138

Total # Children this Date: 109

Total Capacity @35 sq. ft.: 450

| Building              | Playground            | Playground Occupancy | Playground Compliance |
|-----------------------|-----------------------|----------------------|-----------------------|
| Child Learning Center | back right, twos      | 34                   | C                     |
| Child Learning Center | front right, toddlers | 74                   | C                     |
| Child Learning Center | preschool/AS PG       | 74                   | C                     |

#### Comments

O.C.G.A. Section 42.1.12(i)(2) requires Bright from the Start: Georgia Department of Early Care and Learning to notify licensed/registered child care programs on accessing and retrieving from the Georgia Bureau of Investigation's (GBI) website a list of the names and addresses of all registered sexual offenders. Please see GBI's website located at <http://gbi.georgia.gov> to access the Georgia Sex Offender Registry.

Plan of Improvement: No Plan Developed

I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

mailed to Facility on 10/30/13  
Courtney Robinson, Program Official Date

Lacey Lewis 10/30/13  
Lacey Lewis, Consultant Date



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**  
 Phone: (404)657-5562  
 www.decalf.ga.gov

**Date:** 10/28/2013 **Purpose:** Monitoring Visit

**Arrival:** 11:25 AM

**Departure:** 12:30 PM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
 Pooler, GA 31322  
 Chatham County  
 (912) 748-1408  
 courtney.robinson@ymcaofcoastalga.org

**Consultant**

Lacey Lewis  
 2 Martin Luther King Jr. Drive SE,  
 670 East Tower  
 Atlanta, GA 30334  
 Phone: (866) 371-7714  
 Fax: (866) 372-2250  
 lacey.lewis@decalf.ga.gov

**Mailing Address**  
 Same

**Compliance**

Projected FY 2014 Compliance: Compliant  
 End of FY 2013 Compliance: Not Compliant  
 End of FY 2012 Compliance: Not Compliant

**Legend**

FY 2014 - July 1st, 2013 - June 30th, 2014  
 FY 2013 - July 1st, 2012 - June 30th, 2013  
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**Ratios/License Capacity**

| Building                        | Room            | Age Group | Staff | Children | NC/C | Max 36 SF. | 36 SF. Comp. | Max 25 SF. | 25 SF. Comp. | Notes                 |
|---------------------------------|-----------------|-----------|-------|----------|------|------------|--------------|------------|--------------|-----------------------|
| A/S building                    | adult gym       |           | 0     | 0        | C    | 108        | C            | NA         | NA           | Not In Use, Breakfast |
| A/S building                    | conference room |           | 0     | 0        | C    | 13         | C            | NA         | NA           | Not In Use            |
| A/S building                    | Gym             |           | 0     | 0        | C    | 163        | C            | NA         | NA           | Not In Use            |
| A/S building                    | kid fit gym     |           | 0     | 0        | C    | 28         | C            | NA         | NA           | Not In Use            |
| Total Capacity @35 sq. ft.: 312 |                 |           |       |          |      |            |              |            |              |                       |
| Child Learning Center           | 1st left        | Infants   | 2     | 8        | C    | 13         | C            | NA         | NA           | Floor Play, Sleeping  |

|                       |               |                           |   |    |   |    |   |    |    |                            |
|-----------------------|---------------|---------------------------|---|----|---|----|---|----|----|----------------------------|
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| Child Learning Center | 4th left      | Three Year Olds           | 3 | 20 | C | 30 | C | NA | NA | Transitioning              |
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Total # Children this Date: 109

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I have read and understand the Rules and Regulations for Child Care Learning Centers, 591-1-1. I acknowledge that the items noted in this report have been discussed with me and I have agreed to a Plan of Improvement (POI) as indicated in this report. I understand that correction of these deficiencies, while required, will not necessarily prevent DECAL from taking adverse action against this facility. I understand that if I disagree with any of the deficiencies cited, I have the right to refute them on this report or any other form that I choose to send to Child Care Services.

Courtney Robinson 10/28/13  
Courtney Robinson Program Official Date

Lacey Lewis 10/28/13  
Lacey Lewis, Consultant Date



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**  
**Atlanta, GA 30334**

Phone: (404)657-5562  
www.dec.state.ga.gov

**Date:** 10/28/2013 **Purpose:** Monitoring Visit

**Arrival:** 11:25 AM

**Departure:** 12:30 PM

**CCLC-262**

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive  
Pooler, GA 31322  
Chatham County  
(912) 748-1408  
courtney.robinson@ymcaofcoastalga.org

**Mailing Address**  
Same

**Consultant**

Lacey Lewis

2 Martin Luther King Jr. Drive SE,  
670 East Tower  
Atlanta, GA 30334  
Phone: (866) 371-7714  
Fax: (866) 372-2250  
lacey.lewis@dec.state.ga.gov

The following information is associated with a Monitoring Visit:

**Activities and Equipment**

**591-1-1-.45 Safe Sleeping and Resting Requirements (CR)**

**Met**

**Correction Deadline:** 4/19/2013

**Prior Visits:** 04/19/2013

**Corrected on** 10/28/2013

**Discussed SIDS procedures this date.**

**591-1-1-.35 Swimming Pools & Water-related Activities (CR)**

**Not Evaluated**

**Comment**

No evaluated

**Facility**

**591-1-1-.25 Physical Plant - Safe Environment (CR)**

**Met**

**Comment**

Observation-No Hazards Accessible

**591-1-1-.26 Playgrounds (CR)**

**Met**

**Comment**

Observation-Clean/Good Repair

**Health and Hygiene**

**591-1-1-.10 Diapering Areas & Practices (CR)**

**Met**

**Comment**

Observed-Proper Diapering

591-1-1-.17 Hygiene (CR) Met

**Comment**

Observed-Proper Hand Washing Throughout

591-1-1-.20 Medications (CR) Not Evaluated

**Comment**

Not evaluated

**Safety**

591-1-1-.11 Discipline (CR) Not Met

**Finding**

591-1-1-.11(2)(d) prohibits personnel from verbally abusing or humiliating a child which includes the use of threats, profanity or belittling remarks about a child or his family. It was determined that a staff person, who is also the grandparent of an enrolled child, made an inappropriate comment to her grandchild while within the hallway of the center.

**POI (Plan of Improvement)**

To ensure that only appropriate child guidance techniques are used, the center will train staff on appropriate discipline techniques.

**Correction Deadline:** 10/28/2013

**Prior Visits:** 09/06/2012

591-1-1-.13 Field Trips (CR) Not Evaluated

**Comment**

Not evaluated

591-1-1-.36 Transportation (CR) Not Evaluated

**Comment**

Not evaluated

**Sleeping & Resting Equipment**

591-1-1-.30 Safe Sleeping and Resting Requirements (CR) Met

**Comment**

Discussed-SIDS/Infant Sleeping Position

**Staffing and Supervision**

591-1-1-.32 Staff:Child Ratios and Group Size (CR) Met

**Comment**

Observed-Appropriate Staff:Child Ratios

591-1-1-.32 Supervision (CR) Met

**Comment**

Observed-Adequate Supervision

## CCLC/GDCH ANNUAL COMPLIANCE DETERMINATION WORKSHEET



**Bright from the Start**  
**Georgia Department of Early Care and Learning**

**2 Martin Luther King Jr. Drive SE, 670 East Tower**

**Atlanta, GA 30334**

Phone: (404)657-5562

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CCLC-262

**West Chatham YMCA Child Learning Center**

165 Isaac G Laroche Drive

Pooler

31322

Chatham County

(912) 748-1408

courtney.robinson@ymcaofcoastalga.org

**Mailing Address**

Same

**Consultant**

Sarah Benton

2 Martin Luther King Jr. Drive SE,

670 East Tower

Atlanta, GA 30334

Phone: (912) 544-9771

Fax: (912) 544-9770

sarah.benton@dec.state.ga.gov

Any non-core rule violations issued due to an injury or serious incident will be equivalent to a high-risk core rule category citation, and will be treated in the same way when determining a facility's compliance. Please note these instances in the comments section.

**Monitoring Visit**

10/10/2013

| Compliance Group                    | Rules                                  | Low | Medium | High | Extreme |
|-------------------------------------|--|-----|--------|------|---------|
| Infant Sleeping Safety Requirements | 591-1-1-.30(2)d Sleepers and Swaddling |     | X      |      |         |

**Monitoring Visit**

10/9/2013

| Compliance Group | Rules   | Low | Medium | High | Extreme |
|------------------|---|-----|--------|------|---------|
| Playgrounds      | 591-1-1-.26(7) Anchored equipment, fall zones | X   |        |      |         |

**Monitoring Visit**

10/11/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|                  |       |     |        |      |         |

**Complaint Investigation**

10/4/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|                  |       |     |        |      |         |

**Monitoring Visit**

10/17/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|                  |       |     |        |      |         |

**Monitoring Visit**

10/23/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|------------------|-------|-----|--------|------|---------|

**Monitoring Visit**

10/16/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|------------------|-------|-----|--------|------|---------|

**Monitoring Visit**

10/22/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|------------------|-------|-----|--------|------|---------|

**Monitoring Visit**

10/28/2013

| Compliance Group | Rules   | Low | Medium | High | Extreme |
|------------------|---|-----|--------|------|---------|
| Discipline       | 591-1-1-.11(2)(d) Verbally Abuse or Humiliate | X   |        |      |         |

**Monitoring Visit**

10/18/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|------------------|-------|-----|--------|------|---------|

**Monitoring Visit**

10/15/2013

| Compliance Group | Rules | Low | Medium | High | Extreme |
|------------------|-------|-----|--------|------|---------|
|------------------|-------|-----|--------|------|---------|

**Complaint Investigation**

9/18/2013

| Compliance Group | Rules   | Low | Medium | High | Extreme |
|------------------|---|-----|--------|------|---------|
| Discipline       | 591-1-1-.11(2)(b) Corporal or Physical Punishment |     |        | X    |         |

TOTAL LOW:  TOTAL MEDIUM:  TOTAL HIGH:  TOTAL EXTREME:

TOTAL VISITS:  YEAR TO DATE COMPLIANCE:

**COMPLIANCE DETERMINATION CRITERIA FOR ONE TO THREE (1-3) VISITS:**

Compliant = 0-5 core rule categories of Low risk, and/or No more than 2 core rule categories of Medium risk, or 1 Medium and 1 High risk

Not Compliant = 6 or more core rule categories of Low risk and/or 3 or more Medium risk, and/or 2 or more core rule categories of High risk

**COMPLIANCE DETERMINATION CRITERIA FOR FOUR OR MORE (4+) VISITS:**

Compliant = 0-7 core rule categories of Low risk, and/or No more than 3 core rule categories of Medium risk, or 2 Medium and 1 High risk

Not Compliant = 8 or more core rule categories of Low risk and/or 4-7 or more core rule categories of Medium risk, and/or 2 or more core rule categories of High risk